Color imageCLASS MF8170c Basic Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• **Setting Up the Machine**	**Set-Up Instructions for the Machine**	
• **Software Installation** • **Network Settings**	**Set-Up Instructions for Networking and Printing**	
• **Copying and Printing Instructions** • **Troubleshooting**	**Basic Guide (This Manual)**	
• **Fax Instructions** • **Troubleshooting**	**Facsimile Guide**	
• **Software Installation and Instructions** • **Printing and Scanning Instructions** • **Troubleshooting**	**Software Guide**	CD-ROM
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM

Model Name
• H12297 (Color imageCLASS MF8170c)

- The machine illustration on the cover may differ slightly from your machine.
- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).

How This Manual Is Organized

Chapter 1 Introduction

Chapter 2 Paper Handling

Chapter 3 Document Handling

Chapter 4 Printing from Your Computer

Chapter 5 Copying

Chapter 6 Scanning

Chapter 7 System Monitor

Chapter 8 Maintenance

Chapter 9 Troubleshooting

Chapter 10 Machine Settings

Chapter 11 Appendix

Includes the specifications of this machine and the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing Canon Color imageCLASS MF8170c. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual. The operation panel keys on the machine are indicated within brackets.

Press [Color Start].

Press [Image Quality].

Messages Displayed in the LCD

The following are a few examples of how messages in the LCD are expressed in this manual. The messages are indicated within angle brackets.

- If <MEMORY FULL> is displayed, the machine cannot scan the documents.
- <COL.> appears in the LCD.

Legal Notices

FCC (Federal Communications Commission)

Color imageCLASS MF8170c: Model H12297

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in this manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

Canon U.S.A. Inc.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
TEL No. (516) 328-5600

IMPORTANT

- This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.
- Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class I levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by this manual.

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.

CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

The label shown below is attached to the laser scanner assembly within the product.

DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B. INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B. EN CAS D'OUVERTURE ÉVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
FC5-4777

International Energy Star Program

As an ENERGY STAR® Partner, Canon USA, Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

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- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps (canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by Governmental Agencies
- Motor Vehicle Licenses and Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps (canceled or uncanceled)
- Bonds or Other Certificates of Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art without Permission of Copyright Owner

About the Part Containing Mercury (Applicable Only to the USA)

(Hg) LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

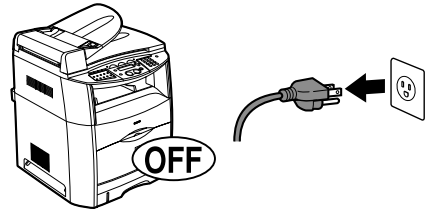
Important Safety Instructions

Please read these instructions thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

Installation

WARNING

- **Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.**
- **Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center.**
  - **Necklaces and other metal objects**
  - **Cups, vases, flowerpots, and other containers filled with water or liquids**



CAUTION

- **Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.**
- **Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.**

- **Do not install the machine in the following locations:**
  - **A damp or dusty location**
  - **A location near water faucets or water**
  - **A location exposed to direct sunlight**
  - **A location subject to high temperatures**
  - **A location near open flames**
  - **A location near devices that contain magnets or generate magnetic fields, such as speakers**
- **Avoid poorly ventilated locations.**
  During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.
- **Make sure the machine is approximately 4" (10 cm) away from walls and other equipment for proper ventilation.**
- **Make sure the location is not affected by extreme temperature changes, and always stays between 32°F and 95°F (0°C and 35°C).**
- **Make sure the relative humidity of the area is between 35% and 85%.**
- **Do not use or store the machine outdoors.**

Power Supply

⚠ WARNING

- **Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.**
- **Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.**
- **Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.**
- **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**
- **Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.**
- **Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.**
- **Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.**
- **As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.**

CAUTION

- **Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.**
- **Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**
- **Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.**
- **During electrical storms, unplug the power cord from the power outlet. Electrical storms may cause damage to the machine and result in a fire or electrical shock.**

IMPORTANT

- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.
- Do not plug the machine into the same circuit with appliances such as an air conditioner, television or copier. These devices generate an electrical noise, and may interfere with your machine's operation.
- Unplug the machine in the following conditions:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped or damaged.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Handling

WARNING

- **Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.**
- **If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center. Continued use of the machine in this condition may result in a fire or electrical shock.**
- **Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.**

- **To avoid damage to the power cord and creating a fire hazard, always disconnect the power cord and the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.**
- **Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately disconnect the power cord from the power outlet. Then, contact Canon Authorized Service Facilities or the Canon Customer Care Center.**

⚠ CAUTION

- **Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.**
- **Disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.**
- **The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.**
- **Close the platen glass cover gently to avoid catching your hand. Failing to do so may result in personal injury.**
- **Do not press down hard on the platen glass cover when using the platen glass to scan a thick book. This may damage the platen glass and/or result in personal injury.**
- **Do not subject the machine to strong physical shock or vibration.**
- **Unplug the machine before moving it.**
- **Do not lift the machine by any of its attachments.**
- **If the machine exhibits a distinct change in performance, this indicates a need for servicing.**

Maintenance and Inspections

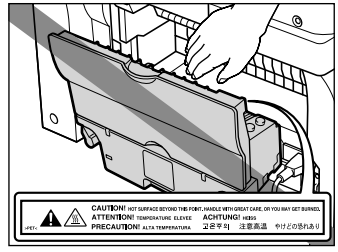
⚠ WARNING

- **When cleaning the machine, disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**
- **Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.**

- **There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridge to ignite, resulting in burns or a fire.**

⚠ CAUTION

- **Never attempt to service this machine yourself, except as explained in this manual. There are no user serviceable parts inside the machine. Adjust only those controls that are covered in the operating instructions. Improper adjustment could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.**
- **The fuser unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fuser unit and its surroundings, as doing so may result in burns or electrical shock.**



- **When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **When loading paper or removing jammed documents or paper, take care not to cut your hands on the edges of the documents or paper.**
- **When removing a used toner cartridge from the machine, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

Consumables

⚠ WARNING

- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

⚠ CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Other Warnings

⚠ WARNING

For cardiac pacemaker users:
This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult a physician.

⚠ CAUTION

Follow all warnings and instructions marked on the machine.

Introduction

1
CHAPTER

This chapter describes the main components, the operation panel and the standby display of the machine. It also explains how to set the energy saver function.

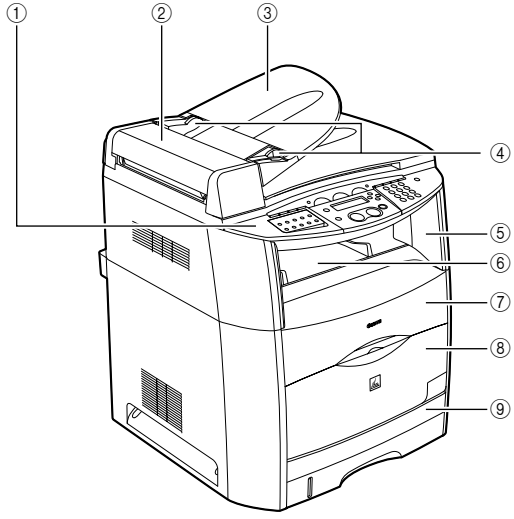
Customer Support

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 9, "Troubleshooting." If you cannot solve the problem or if you think your machine needs servicing, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Main Components of the Machine

This section describes the main components of the machine.

Front View



① **Operation panel**
Controls the machine.

② **ADF(Auto Document Feeder)**
Holds the documents and feeds them automatically into the scanning unit.

③ **Document feeder tray**
Place documents.

④ **Document guides**
Adjust to the width of document.

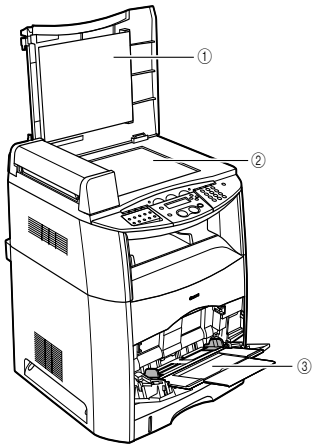
⑤ **Scanning platform**
Lift it to access inside the machine.

⑥ **Output tray**
Outputs printouts.

⑦ **Cartridge cover**
Open it when you install drum and toner cartridges, or remove jammed paper.

⑧ **Front cover**
Open it when using the multi-purpose tray.

⑨ **Cassette**
Holds the paper supply.



① **Platen glass cover**

Open it when you place documents on the platen glass for copying or scanning.

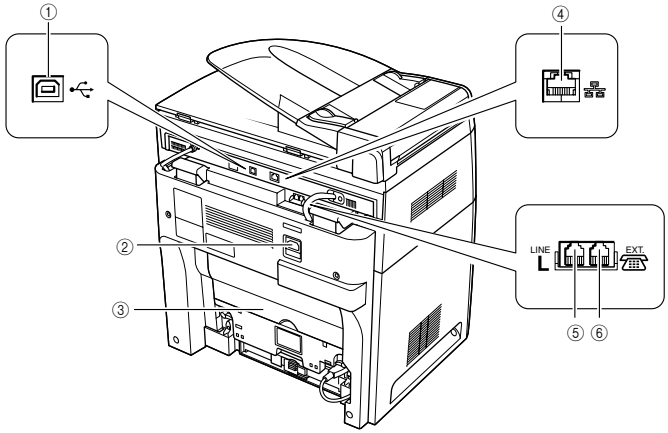
② **Platen glass**

Place documents.

③ **Multi-purpose tray**

Holds the paper supply.

Rear View



① **USB port**

Connect the USB (Universal Serial Bus) cable.

② **Power socket**

Connect the power cord.

③ **Face up cover**

Open it when you output paper face up, or remove jammed paper.

④ **Ethernet port**

Connect the network cable.

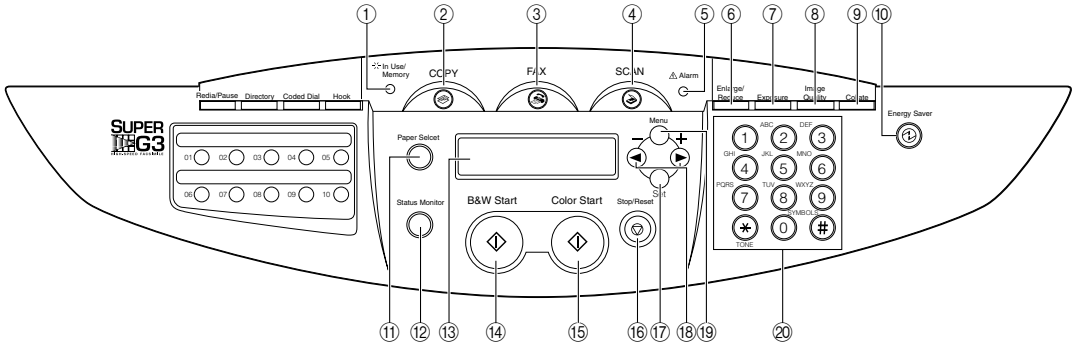
⑤ **Telephone line jack**

Connect the telephone line cable.

⑥ **External device jack**

Connect an external device.

Operation Panel



① **In Use/Memory**
Lights green during copying or when the copy job is stored in the memory.

② **COPY key**
Switches the standby display to the Copy mode.

③ **FAX key**
Switches the standby display to the Fax mode.

④ **SCAN key**
Switches the standby display to the Scan mode.

⑤ **Alarm indicator**
Flashes red when the machine has a problem such as a paper jam. (The error message is displayed in the LCD.)

⑥ **Enlarge/Reduce key**
Sets an enlargement or reduction ratio of the copy.

⑦ **Exposure key**
Adjusts the copy exposure.

⑧ **Image Quality key**
Adjusts the quality of copies.

⑨ **Collate key**
Sorts copies in order of pages.

⑩ **Energy Saver key**
Sets or cancels the energy saver mode manually. The key lights green when the energy saver mode is set, and goes off when the mode is canceled.

⑪ **Paper Select key**
Selects the paper feeding location (cassette or multi-purpose tray).

⑫ **Status Monitor key**
Checks the status of copy, fax, print and report jobs.

⑬ **LCD**
Displays messages and prompts during operation. Also displays selections, text, and numbers when specifying settings.

⑭ **B&W Start key**
Starts B&W copying.

⑮ **Color Start key**
Starts color copying.

⑯ **Stop/Reset key**
Cancels copying and other operations, and returns to the standby display.

⑰ **Set key**
Sets or registers the contents you select.

⑱ **[◀(-)] or [▶(+)] keys**
Scroll through the selections so you can see other settings.

⑲ **Menu key**
Customizes the way your machine operates.

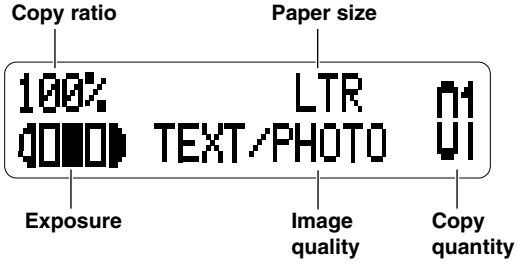
⑳ **Numeric keys**
Enter copy quantity and other numerical values.

Standby Display

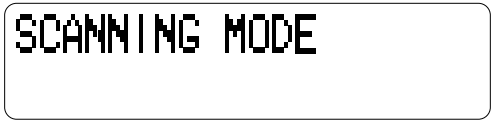
The standby display differs depending on which mode is selected.

The standby display in the Copy, Scan or FAX mode is as follows:

■ **Copy Mode**



■ **Scan Mode**



■ **Fax Mode**

Canon Color imageCLASS MF8170c has various fax features such as Error Correction Mode (ECM), Automatic switching between fax and voice calls, Answering machine connection, Memory sending/receiving, Reduced-size printing, Automatic dialing and broadcasting, etc.

For more details about Fax functions, see the *Facsimile Guide*.

NOTE

When the machine is plugged in, the LCD displays <PLEASE WAIT> for several minutes, then the standby display appears.

Energy Saver Mode

This machine provides an energy saver function. When no operations are performed for a specified number of minutes, the machine automatically enters the energy saver mode.

NOTE

- The time until the machine enters the energy saver mode can be specified in a range of 3 minutes to 30 minutes. You can also turn off the energy saver function. For details on the energy saver mode settings, see <4. ENERGY SAVER> of "Menu Descriptions," on p. 10-8.
- The energy saver function does not activate when the machine is in the following conditions:
  - When printing out copies, faxes or other pages
  - When sending or receiving faxes
  - When scanning
  - While a copy job is saved in the memory or when the collate copy or other functions are operating, or when the Memory indicator lights up
  - When paper jams occur
  - When an error code appears and the Alarm indicator flashes
  - When no paper is loaded in the cassette
  - When paper is loaded in the multi-purpose tray
  - When the message<PREPARE NEW* CART> appears

  * Indicates either "C", "M", "Y", or "K".
- The machine will be restored from the energy saver mode in the following conditions:
  - When receiving print jobs from your computer
  - When receiving faxes
  - When you pick up the handset of the telephone connected to the machine
  - When receiving a call

Setting the Energy Saver Mode Manually

1 Press [Energy Saver].

The LCD is turned off and the Energy Saver key lights up.

NOTE

Right after the machine is restored from the energy saver mode, or right after copying finishes, wait about 15 seconds before pressing [Energy Saver].

Restoring from the Energy Saver Mode Manually

1 Press [Energy Saver].

The Energy Saver key goes off and the machine enters the standby mode.

NOTE

The machine can be restored from the energy saver mode immediately. However, it may vary according to room temperature and circumstances.

Paper Handling

2
CHAPTER

This chapter describes the media you can use with this machine, how to load them, and where the documents come out.

Print Media Requirements

Storing Paper

The quality of paper may deteriorate if it is stored improperly even when the paper meets the normal specifications.
Deteriorated paper may cause misfeeds, paper jams, or deterioration in print quality.

Observe the following guidelines for storing and handling paper:

IMPORTANT

- Store paper away from moisture since paper quality deteriorates in a moist environment.
- Paper wrappers are moisture-proof. Keep paper in the wrapper until it is ready to be used. Store all unused paper in a wrapper.
- Store paper on a flat surface to prevent it from creasing or curling.
- Do not store paper on the floor where water and moisture can accumulate.
- Avoid physical damage to stored paper.
- Do not store a paper stack vertically or leaning on another object.
- Avoid direct sunlight and moisture when storing paper.
- If the paper storage room and work area differ significantly in temperature or humidity, keep the paper in the work area for at least one day prior to printing so that it can adapt to the new environment. When paper is moved to a location that differs significantly in temperature or humidity, it may curl or get creased.

Storing Color Print Paper

When handling or storing color printouts printed by this machine, be careful of the following points:

IMPORTANT

- Avoid storing color prints with PVC materials such as clear folders. Toner may come off and stick to the PVC material.
- Use insoluble adhesive when gluing color prints. Toner may melt when insoluble adhesive is used. Before using the adhesive, test it with paper that is no longer required.
- Confirm that the color prints are completely dry before placing one over another. Prints may stick if they are placed together half-dried.
- Store color prints on a flat surface to avoid creasing or curling. Toner may peel off when they are folded or creased.
- Avoid storing color prints at high temperatures. Otherwise toner may melt and blot.
- Put color prints in a binder when storing them for a long period of time (more than two years). Color prints may discolor when they are stored for a long period of time.

■ Unacceptable Paper

Do not copy on the following types of copy stock. Doing so may result in paper jams.

- Severely curled or wrinkled paper
- Transparencies designed for full-color copiers or printers
- Paper which has already been copied using a digital full-color copier (Do not copy on the reverse side.)
- Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)

IMPORTANT

Never attempt to make copies on full-color transparencies. Doing so may result in machine malfunction.

■ Acceptable Paper

	Cassette/Multi-Purpose Tray
Paper Size	A4, B5, A5, Executive, Letter, Legal, Envelope*: COM10, Monarch, DL, ISO-C5
Paper Weight	17 lb to 34 lb (64 g/m^2 to 128 g/m^2)
Paper Type	Plain paper, Heavy paper*, Transparency*, Envelope*

* Only for the multi-purpose tray.

NOTE

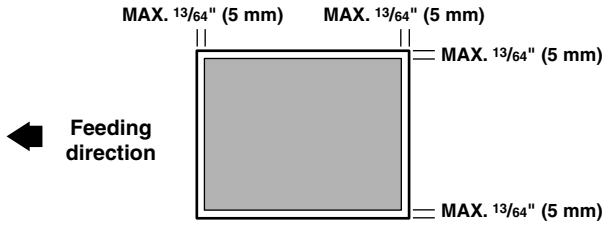
- The printing speed may become slower than usual depending on the paper size, the paper type, and the number of sheets you specify.
  This is because the machine's safety function works to prevent the failure due to heat.
- Some types of paper may not feed properly into the cassette or the multi-purpose tray.

Printing Areas

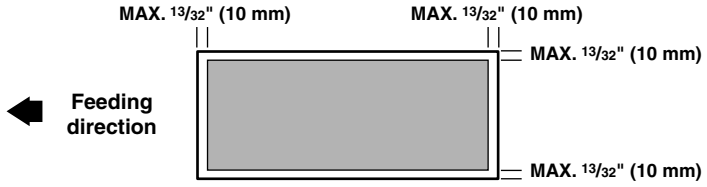
Please note that the term "printing area" represents both the recommended area for optimum print quality and the entire area where the machine can technically print from your computer.

Printing area (light shade): Canon recommends that you print within this area.

■ Paper



■ Envelope



NOTE

Copying areas are a little larger than printing areas.

Loading Paper

This section describes how to load paper in the cassette and the multi-purpose tray.

CAUTION

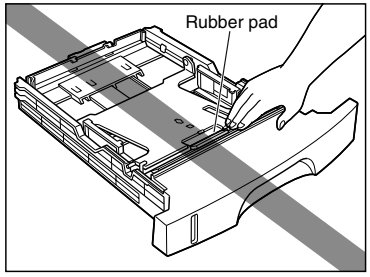
When loading paper, take care not to cut your hands on the edges of the paper.

NOTE

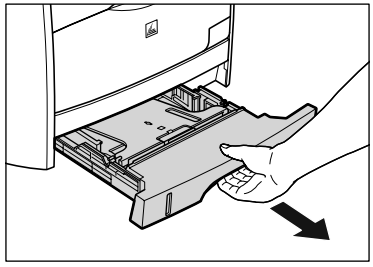
The cassette holds up to approximately 250 sheets of 17 lb (64 g/m^2) paper.

Loading Paper in the Cassette

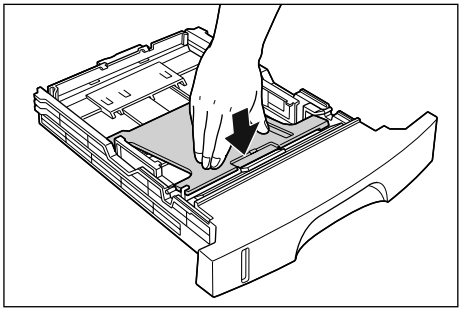
Do not touch the black rubber pad in the paper cassette. It may result in misfeeds.



1 Pull out the paper cassette.

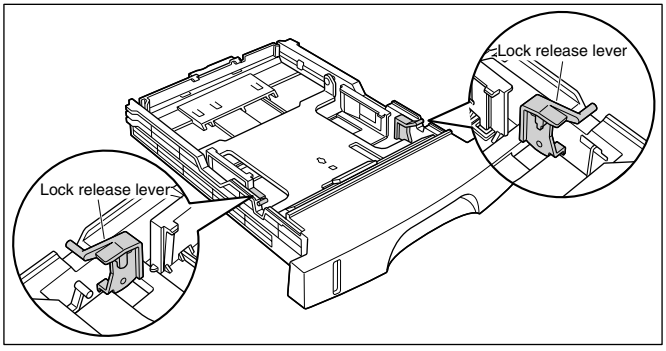


2 Push down the plate of the paper cassette to lock it.



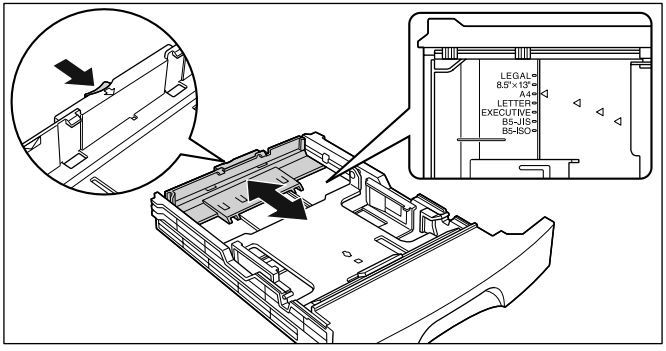
CAUTION

Do not touch the lock release levers located on the right and left sides of the paper cassette when the plate of the paper cassette is locked. The plate may snap forcefully if the lock is released and may result in personal injuries.



3 Hold the lock release lever of the rear paper guide and slide the guide to the mark indicating the subject paper size.

The paper size indicated on the paper guide should be aligned with the mark.

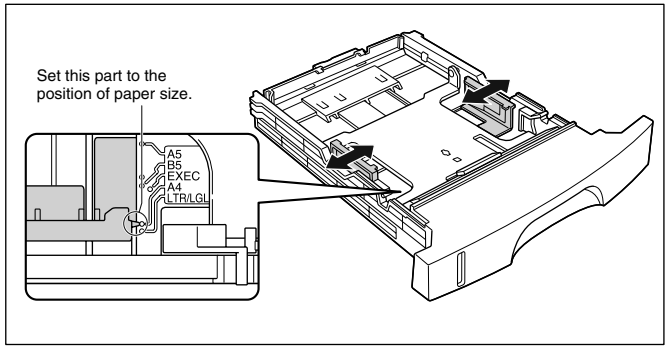


IMPORTANT

Slide the paper guide to the "B5-JIS" position when using B5 size paper (182 mm x 257 mm). "B5-ISO" and "8.5" x 13"" are not used.

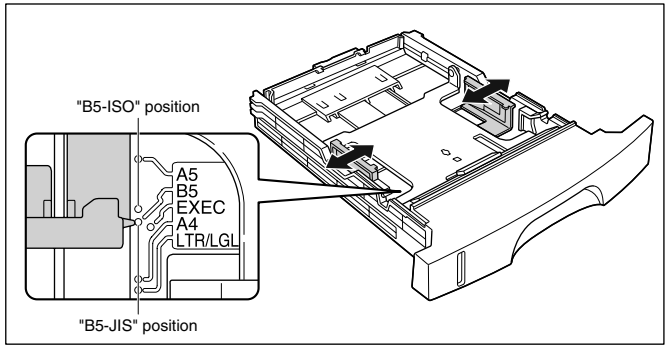
4 Adjust both sides of the paper guide to the mark of the desired paper size.

When adjusting the paper guides, hold both guides at one time.

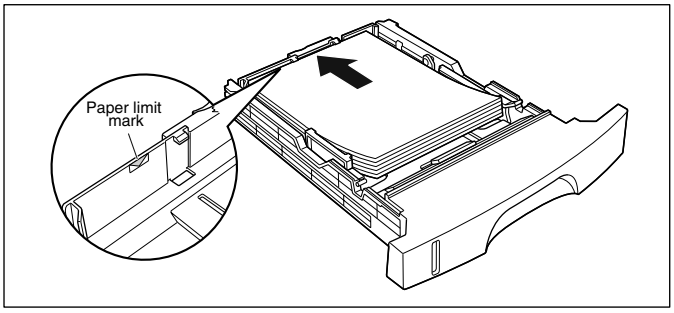


IMPORTANT

Align the paper guide with the position shown in the figure ("B5-JIS" position) when using B5 size paper (182 mm x 257 mm). "B5-ISO" is not used.



5 Load the paper stack so that the bottom of the page touches the paper guide.

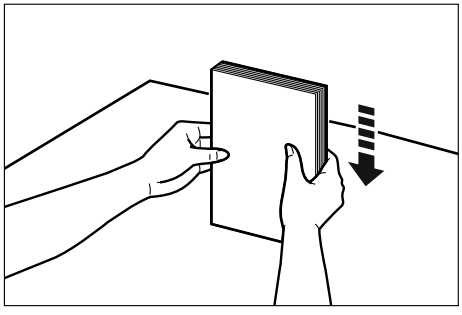


CAUTION

When loading paper, be careful not to cut your hands with the edges of the paper.

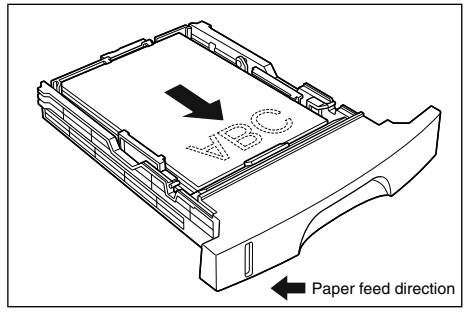
IMPORTANT

- Make sure that the paper guide is adjusted to fit the paper size. If it does not fit correctly, it may result in misfeeds.
- Up to approximately 250 sheets of plain paper (17 lb (64 g/m^2)) can be loaded in the paper cassette. Be careful that the paper stack does not exceed the paper limit mark on the paper guide, as it may result in misfeeds.
- Double-feeding may occur frequently if the edges of the paper stack are not aligned properly. In this case, align the edges of the stack on a hard, flat surface.



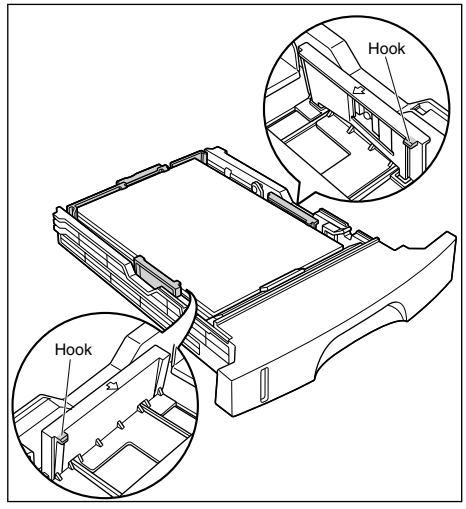
NOTE

To print on letterhead paper or paper printed with a logo, load the paper with the print side facing down and the top of the paper to the front of the cassette.



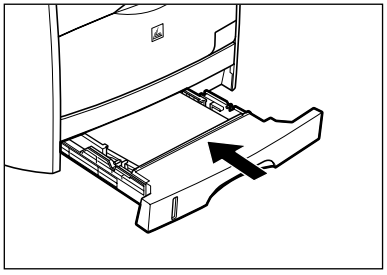
6 Press down the paper stack so that it is loaded under the hook on the paper guides.

Confirm that there is sufficient space between the hook and paper stack. Take out some paper when there is no space.



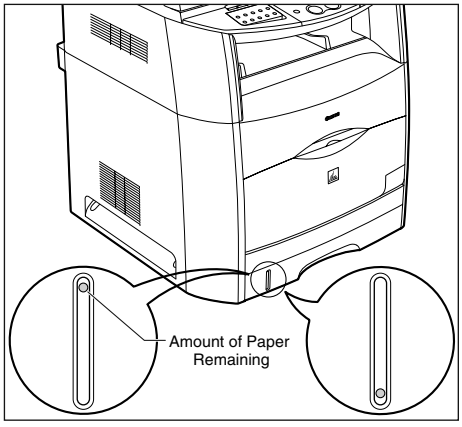
7 Set the paper cassette into the machine.

Push the paper cassette into the machine firmly until the front side of the cassette is flush with the front surface of the machine.



● Amount of Paper Remaining in the Cassette

The paper cassette has a display indicating the amount of paper remaining in the cassette. If the cassette is full, the indicator will be at the top. The indicator will go down as the amount of paper decreases. The indicator is helpful for confirming the amount of paper remaining in the cassette.

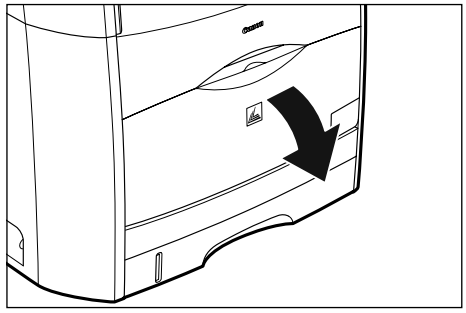


Opening the Multi-Purpose Tray

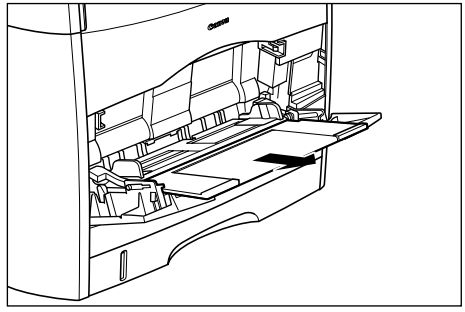
Open the multi-purpose tray using the following procedure.

1 Open the multi-purpose tray.

Hold the grip at the center of the front surface of the printer.



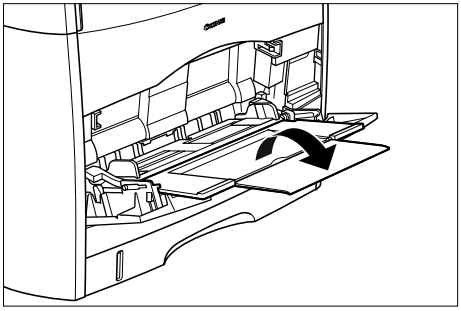
2 Pull out the auxiliary tray.



IMPORTANT

Be sure to pull out the auxiliary tray when loading paper in the multi-purpose tray.

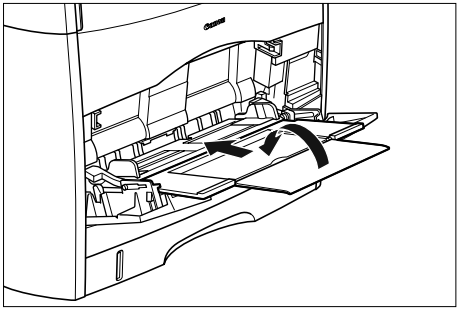
3 Open the extension tray when loading long-size paper such as A4.



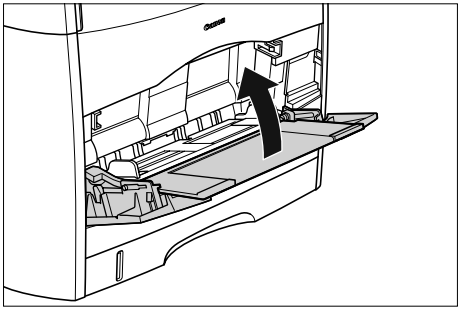
Closing the Multi-Purpose Tray

Close the multi-purpose tray using the following procedure. Keep the multi-purpose tray closed when it is not used.

1 Remove any loaded paper, close the extension tray, and then put the auxiliary tray back to the original position.



2 Close the multi-purpose tray.



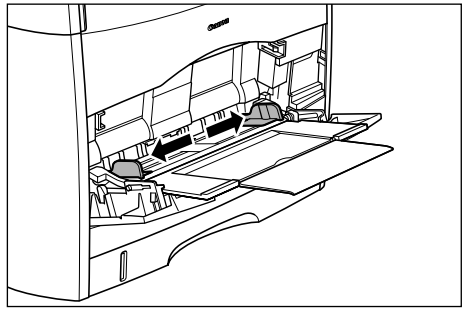
Loading Paper in the Multi-Purpose Tray

Use the multi-purpose tray when you want to copy or print on the different paper which is in the cassette.

1 Open the multi-purpose tray and pull out the auxiliary tray.

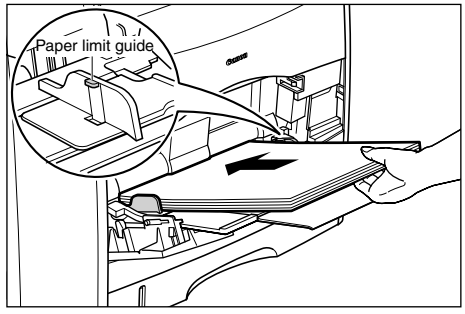
For opening the multi-purpose tray, see "Opening the Multi-Purpose Tray," on p. 2-10.

2 Spread the paper guides a little wider than the actual paper width.



3 Gently load the stack of paper with the printing side facing up until it touches the back of the tray.

Be sure that the paper stack is loaded under the paper limit guides.



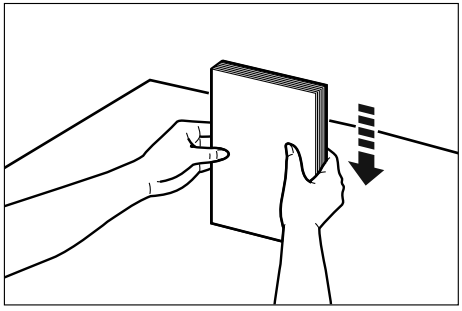
CAUTION

When loading paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

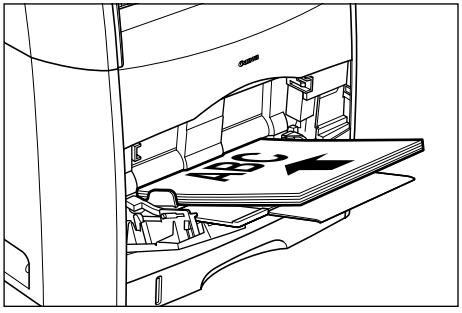
- The maximum amount of paper that can be loaded in the multi-purpose tray may vary depending on the paper type. For more details, see "Acceptable Paper," on p. 2-2.

- Confirm that there is sufficient space between the paper limit guides and the paper stack. Take out some paper when there is no space.
- Load the paper stack straight.
- If the rear edge of the paper stack is not properly aligned, it may result in misfeeds or paper jams.
- If the paper is curled or folded at corners, flatten it before loading.
- Double-feeding may occur frequently if the edges of the paper stack are not aligned properly. In this case, align the edges of the stack on a hard, flat surface.

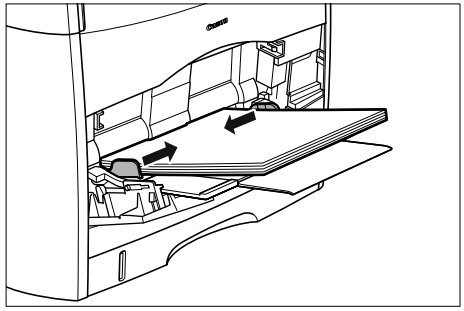


NOTE

To print on letterhead paper or paper printed with a logo, load the paper so that the print side is facing up and the top of the paper goes into the far end.

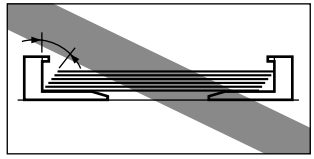


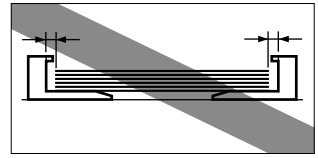
4 Slide the paper guides so that they fit to both sides of the paper stack.

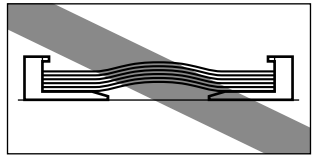


IMPORTANT

- Be sure to align the paper guides with the width of the paper. If the guides are too loose or too tight, it may result in misfeeds or paper jams.







- Do not touch the paper in the multi-purpose tray or pull it out while printing. It may result in a faulty operation.

Loading Envelopes in the Multi-Purpose Tray

Use the multi-purpose tray when you want to copy or print envelopes.

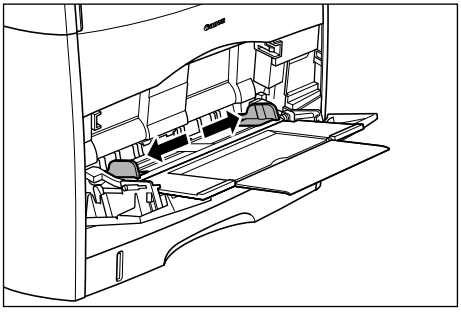
IMPORTANT

The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.

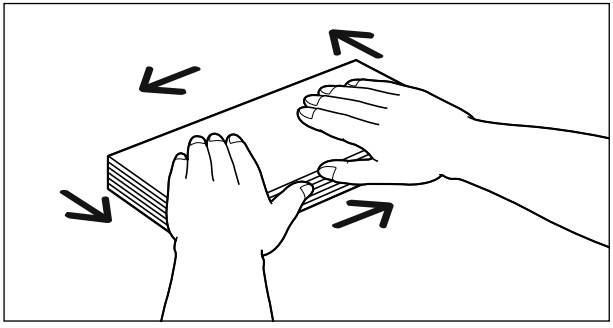
1 **Open the multi-purpose tray and pull out the auxiliary tray.**

For opening the multi-purpose tray, see "Opening the Multi-Purpose Tray," on p. 2-10.

2 **Spread the paper guides a little wider than the actual envelope width.**



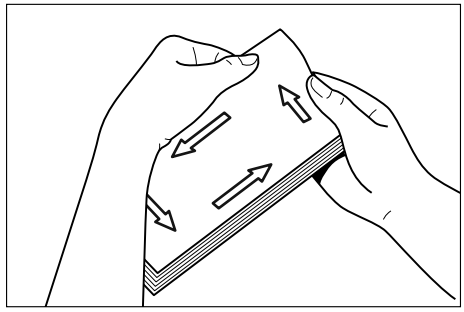
3 **Place the stack of envelopes on a flat surface, flatten them to release any remaining air, and be sure that the edges are pressed tightly.**



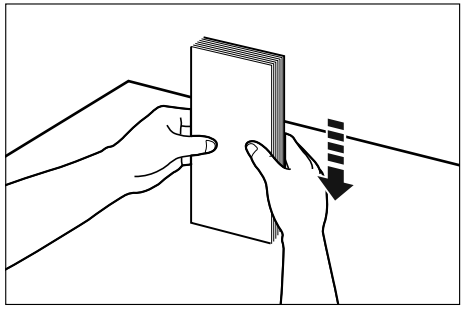
CAUTION

Be careful not to cut your hands with the edges of the envelopes.

4 **Loosen the hard corners of the envelopes and flatten curls as shown in the figure.**

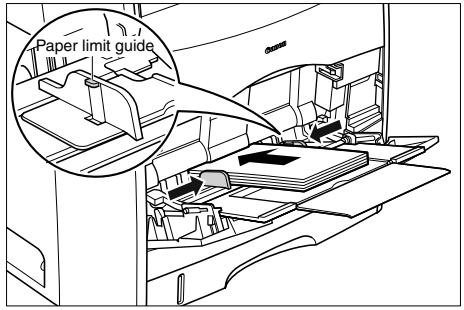


5 **Align the edges of the envelopes on a flat surface.**



6 **Gently load the stack of envelopes with the address side facing up and the flap side come the leftward. Be sure to insert the envelopes completely.**

Be sure that the stack of envelopes is loaded under the paper limit guides.

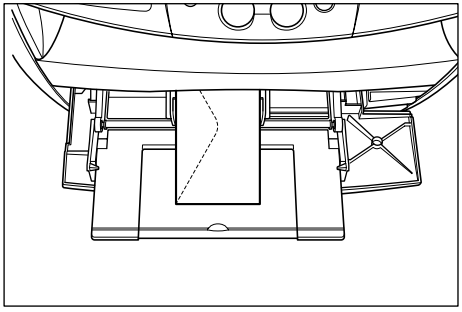


CAUTION

When loading envelopes, be careful not to cut your hands with the edges of the envelopes.

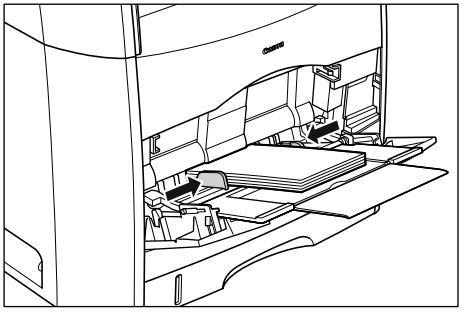
IMPORTANT

- Up to 10 sheets of envelopes can be loaded.
- Confirm that there is sufficient space between the paper limit guides and the envelope stack. Take out some envelopes when there is no space.
- The back side (with adhesive surface) of an envelope cannot be printed on.
- Load the envelopes so that the flaps face leftward.



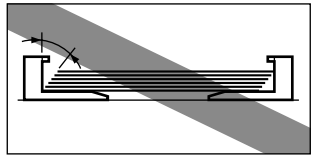
- Load the stack of envelopes straight.
- If the rear edge of the stack is not properly aligned, it may result in misfeeds or paper jams.

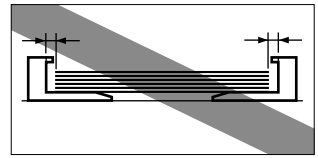
7 Slide and fit the paper guides to both sides of the stack.

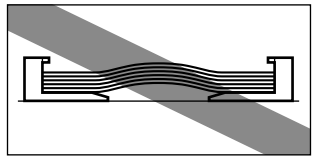


IMPORTANT

- Be sure to align the paper guides with the width of the envelopes. If the guides are too loose or too tight, it may result in misfeeds or paper jams.







- Do not touch the envelopes in the multi-purpose tray or pull them out while printing. It may result in a faulty operation.

Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Tray)

Specifying the Paper Size

At the factory, the paper size has already been set to <LTR>. Each time you change the paper size you load in the cassette or the multi-purpose tray, it is necessary to specify the paper size according to the following.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <PAPER SIZE> → press [Set].

5 Press [◀(-)] or [▶(+)] to select the appropriate paper size → press [Set].

You can select from the following paper sizes: LTR (Letter), LGL (Legal), A4, B5, A5, EXECUTIV (Executive), COM10, MONARCH, DL, and ISO-C5.

NOTE
Select <COM10>, <MONARCH>, <DL>, or <ISO-C5> for envelopes.

6 Press [Stop/Reset] to return to the standby display.

Specifying the Paper Type

<PLAIN PAPER> is selected as the default paper type. When using paper other than plain paper, you can specify the paper type according to the following. Specifying the paper type can prevent poor copy quality, or the printout not being printed correctly.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <PAPER SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <CASSETTE> or <MP TRAY> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <PAPER TYPE> → press [Set].

5 Press [◀(-)] or [▶(+)] to select the appropriate paper type → press [Set].

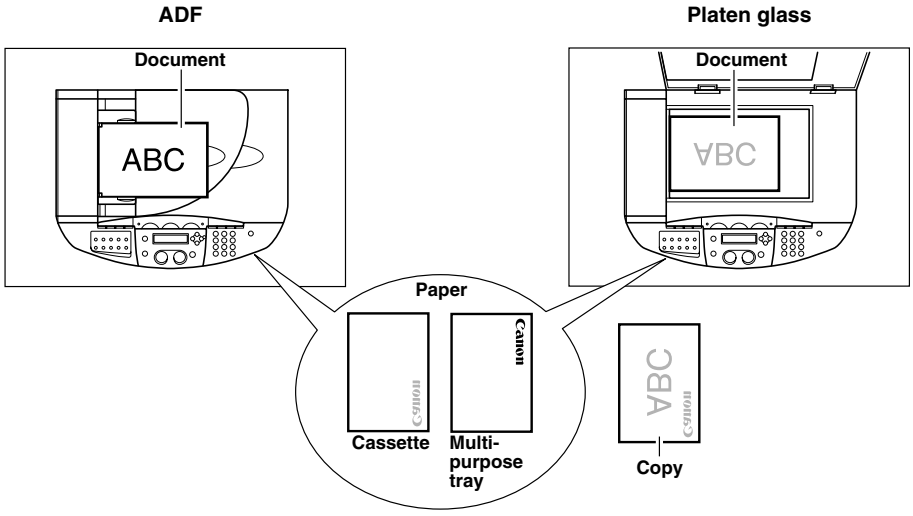
You can select from the following paper types:

- Plain paper (17 lb to 24 lb (64 g/m^2 to 90 g/m^2)): <PLAIN PAPER>
- Heavy paper (25 lb to 34 lb (91 g/m^2 to 128 g/m^2)): <HEAVY PAPER>
- Transparency: <TRANSPARENCY>
- Envelope: <HEAVY PAPER>

6 Press [Stop/Reset] to return to the standby display.

Orientation of the Document and the Paper Loading

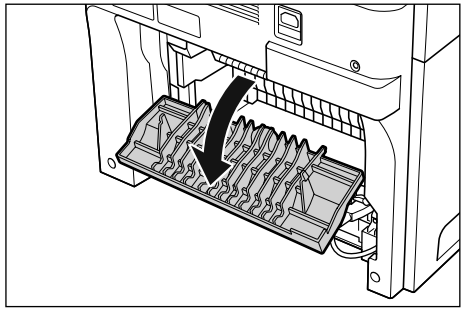
When you load or place a document in the ADF or on the platen glass, the orientation of the document and the orientation of the paper in the cassette or in the multi-purpose tray are as shown below.



Selecting the Paper Output Area

Face down paper output delivers paper with the printed side down on the output tray. Face up paper output delivers paper with the printed side up from the output area. Select the area depending on your purpose by opening or closing the face up cover.

Open the face up cover for face up paper output, or close the face up cover and pull out the output tray for face down paper output.



IMPORTANT

Do not open or close the face up cover while copying and printing.

Paper Type and Paper Output Area

Select the suitable paper output area depending on the paper type and your purpose.

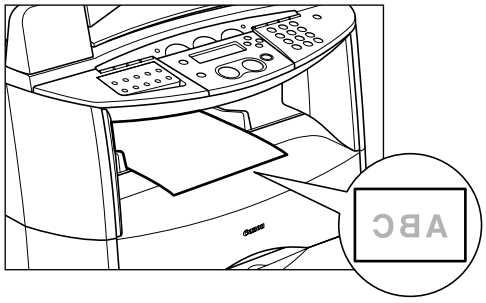
Paper Type	Paper Output Area	The Number of Output Sheets
Plain Paper	face up	1 sheet
	face down	approx. 100 sheets (17 lb to 21 lb (64 g/m^2 to 80 g/m^2))
Recycled Paper	face up	1 sheet
	face down	approx. 100 sheets (17 lb to 21 lb (64 g/m^2 to 80 g/m^2))
Heavy Paper	face up	1 sheet
	face down	approx. 20 sheets (28 lb to 34 lb (104 g/m^2 to 128 g/m^2))

Paper Type	Paper Output Area	The Number of Output Sheets
Transparencies	face up	1 sheet
	face down	10 sheets
Envelopes	face up	1 sheet
	face down	10 sheets

Face Down Paper Output Area

The paper is delivered with the printed side down on the output tray.
Paper is stacked in printed order.

Close the face up cover, and pull out the output tray.



IMPORTANT

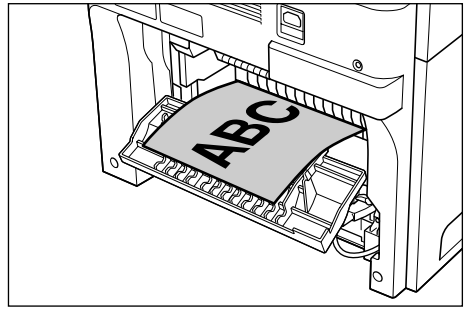
- Do not place the delivered paper back on the output tray. Doing so may result in paper jams.
- Do not place objects other than paper on the output tray. Doing so may result in paper jams.

Face Up Paper Output Area

The paper is delivered with the printed side up from the face up paper output at the rear of the machine.
This way is convenient for printing on transparencies, or envelopes which tend to curl, because the paper is delivered straight through out of the machine.

Open the face up cover.

- Remove the delivered paper one by one.



IMPORTANT

- Do not pull the paper forcibly.
- This machine has no face up output tray. Remove the delivered paper with your hand.
- Do not place an object in front of the face up paper output to prevent a paper jam.

Document Handling

CHAPTER 3

This chapter describes the types of documents you can scan or copy with this machine and how to set them on the platen glass.

Document Requirements

The documents you place on the platen glass or loaded in the ADF for copying, scanning, or sending must meet these requirements:

	Platen Glass	ADF
Type of Document	Plain paper Thick documents Photographs Small documents (e.g., index cards) Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) Book	Plain paper (multiple page documents of the same size, thickness, and weight or one page documents)
Size (W x L)	Max. 8 1/2" x 11 3/4" (216 mm x 297 mm)	Max. 8 1/2" x 14" (216 mm x 356 mm) (LGL) Min. 5 13/16" x 4 1/8" (148 mm x 105 mm) (A6)
Quantity	1 sheet	Max. 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed) Max. 50 sheets*2 or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference)
Weight	4.4 lb (2 kg)	17 lb to 28 lb (64 g/m^2 to 105 g/m^2)/document

*1 When scanning, copying, or sending a transparent document such as tracing paper or transparencies, place a piece of plain white paper behind the document.

*2 21 lb (80 g/m^2) paper

NOTE

When making copies of a small size document, the copy speed may be slightly slower than usual.

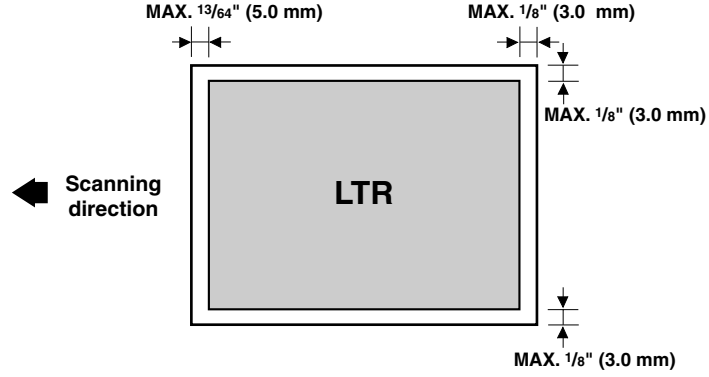
Problem Documents

- Make sure any glue, ink, or correction fluid on the document is completely dry before placing it on the platen glass or loading it in the ADF.
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- To prevent document jams in the ADF, do not use any of the following:

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Hole-punched paper
- Carbon paper or carbon-backed paper
- Coated paper
- Onion skin or thin paper

Scanned Area of a Document

The shaded area in the illustration below shows the scanned area of a document. Make sure your document's text and graphics are within this area.



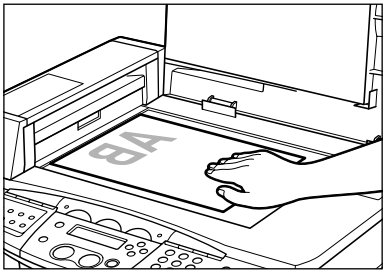
Setting Up Documents

For scanning, place your documents on the platen glass or load them in the ADF. Where you set up your documents depends on the size and type of documents you want to scan. (See "Document Requirements," on p. 3-1.)

Placing a Document on the Platen Glass

1 **Open the platen glass cover.**

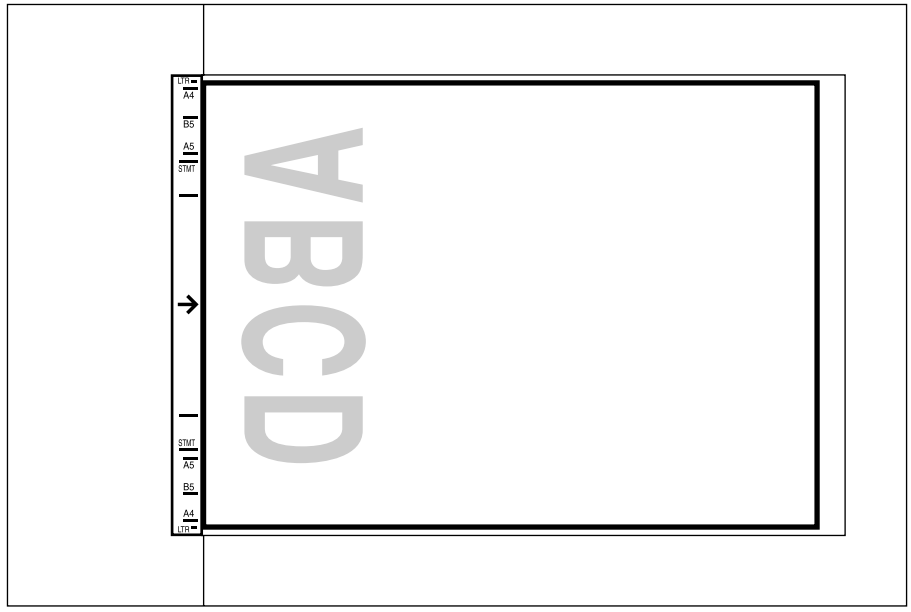
2 **Place your document face down on the platen glass.**



Use the paper size marks on the left side of the platen glass to position a document.

- If your document conforms to a standard paper size (e.g., LTR or A4), align the document between the appropriate paper size marks.
- If you do not know the size of your document, or if your document does not match any of the paper size marks, align the center of your document with the → mark.

The illustration below shows how to place an LTR-size document on the platen glass.

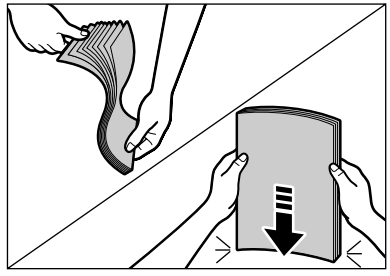


3 Gently lower the platen glass cover.

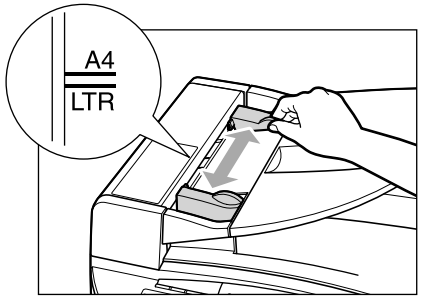
The document is now ready for scanning.

Loading Documents in the ADF

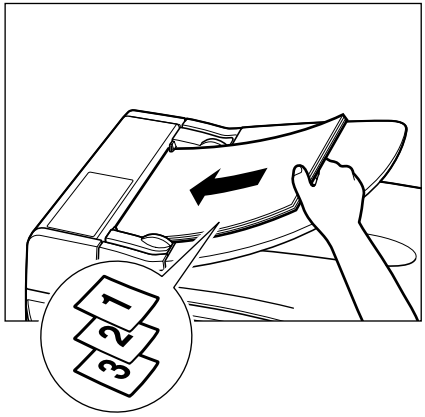
1 Fan the edges that will feed into the machine first, then tap the edges of multiple page documents on a flat surface to even the stack.



2 Adjust the document guides to the width of the document.



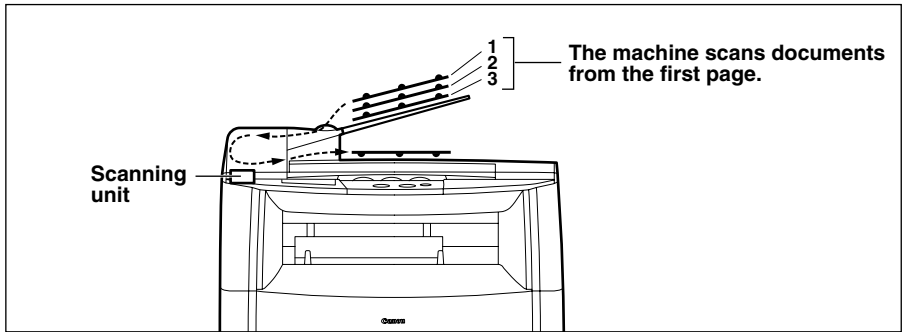
3 Load the documents face up in the ADF.



NOTE

- For multiple page documents, the pages are fed one by one from the top of the stack (from the first page).
- Wait until all pages of your document have been scanned before starting a new job.
- 30 sheets or paper stack within 8 mm thickness including curled sheets (guaranteed), or 50 sheets (21 lb(80 g/m^2)) or paper stack within 8 mm thickness including curled sheets (temperature: 15°C to 27°C, humidity: 20% to 80%) (reference) documents can be loaded in the ADF. If the documents exceed the capacity of the ADF, paper jams may occur.

The Paper Path of the ADF



NOTE

- When documents are loaded in the ADF, the scanning unit moves to the position shown above and remains there.
- When documents are not loaded in the ADF, the scanning unit moves to scan it.

Printing from Your Computer

4
CHAPTER

This chapter explains how to print the documents from your computer using the printer driver included in the CD-ROM.

Before Printing

Before printing, software must be installed in your computer.

- If not, please see the *Set-Up Instructions for Networking and Printing* or Chapter 1, "Installation," in the *Software Guide*.

Check if the machine is selected as the default printer.

- You can check if your machine is set as the default printer when you open the [Print] dialog box in an application and your machine is selected in the printer box. (See "Printing Documents," on p. 4-3.)

Follow this procedure if it is not selected:

1 Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.

● **On Windows XP/Server 2003:**

❑ Click [start] on the Windows task bar → select [Printers and Faxes].

● **On Windows 98/Me/2000:**

❑ Click [Start] on the Windows task bar → select [Settings] → [Printers].

2 **Click the corresponding printer driver icon.**

3 **From the [File] menu, click [Set as Default Printer] (Windows 98/ Me: [Set as Default]).**

Printing Documents

The general steps for printing a document are explained below.

1 Load paper in the cassette or the multi-purpose tray.

For details on how to load paper, see "Loading Paper," on p. 2-4.

2 Open the document in an application.

3 Select the command to print.

In most cases, click [Print] in the [File] menu.

The [Print] dialog box appears.

4 From the [Select Printer] list box or the [Name] pull-down list in the [Print] dialog box, select the printer to be used.

5 Click [Preference] or [Properties].

NOTE

Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet (only for Windows 2000).

6 Specify the required settings → click [OK].

For details on the color printing, see the *Software Guide*.

7 Click [Print] or [OK].

Printing starts.

NOTE

To cancel printing, click [Cancel].

Canceling Printing

1 Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.

- **On Windows XP/Server 2003:**

  ❑ Click [start] on the Windows task bar → select [Printers and Faxes].

- **On Windows 98/Me/2000:**

  ❑ Click [Start] on the Windows task bar → select [Settings] → [Printers].

2 Double-click the corresponding printer driver icon.

3 Right click on the print job → click [Cancel Printing].

NOTE

You can also cancel a print job using [Status Monitor] on the operation panel of the machine. (See "Confirming and Deleting a Print Job," on p. 7-4.)

More Information

For detailed information on all printing features, see Chapter 2, "Printing," in the *Software Guide*.

Copying

5
CHAPTER

This chapter explains how to make copies, adjust scan settings to improve the image quality, and enlarge or reduce the copy sizes. It also describes the special copy features.

Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on setting up documents, see Chapter 3, "Document Handling."

IMPORTANT

For better scanning quality for color documents, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.

Making Copies

NOTE

- When making copies on LTR-size paper after having continuously copied on paper smaller than LTR-size paper, the copies may be dirty. To prevent copies from being dirty, wait about 1 minute before making copies.
- When making copies of a small size or heavy paper*, etc., the copy speed may be slightly slower than usual.
  * The paper type should be selected in the Menu. (See "Specifying the Paper Type," on p. 2-20.)
- If you intend to make a copy and print with a thermal transfer printer using the same sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.
- When copying onto transparencies, remove each transparency from the output tray as it is output.

1 Place the document on the platen glass or load it in the ADF.

For details on how to place documents, see "Setting Up Documents," on p. 3-3.

2 Press [COPY].

3 Use the numeric keys to enter the number of copies.

You can set up to 99 copies.

4 Adjust any necessary settings for your document.

- Specify the size and the type of the paper you load in the cassette or the multi-purpose tray. (See "Specifying the Paper Size and Type (Common for Cassette and Multi-Purpose Tray)," on p. 2-19.)
- Press [Image Quality] to select the scanning resolution. (See "Adjusting the Image Quality (Resolution)," on p. 5-6.)
- Press [Exposure] to select the scanning exposure. (See "Adjusting the Exposure (Density)," on p. 5-6.)
- Press [Enlarge/Reduce] to select the copy ratio. (See "Setting Enlarging/Reducing," on p. 5-4.)

5 Press [B&W Start] or [Color Start].

NOTE

- To cancel copying, press [Stop/Reset] → follow the instructions in the LCD. You can also cancel copying using [Status Monitor]. (See "Confirming and Deleting a Copy Job," on p. 7-3.)
- When you cancel copying while scanning a document from the ADF, the document may jam in the ADF. If the paper jam occurs, the LCD displays <CHECK DOCUMENT>, or <DOCUMENT TOO LONG>. (See "Removing Jammed Paper from the ADF," on p. 9-20.)

Setting Enlarging/Reducing

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

Enlarging/Reducing Using Preset Copy Ratios

1 Press [Enlarge/Reduce].

2 Press [◀(-)] or [▶(+)] to select the copy ratio → press [Set].

You can select from the following:

- 200% MAX.
- 129% STMT → LTR
- 100%
- 78% LGL → LTR
- 64%
- 50% MIN.

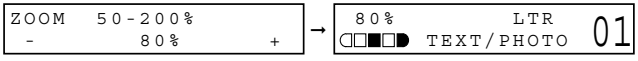
NOTE

- If the <PAPER SIZE GROUP> setting of <COPY SETTINGS> menu in the Menu is set to <A> or <AB>, the preset copy ratios will be as follows:
  A: 50%, 70%, 100%, 141% and 200%;
  AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141% and 200%.
- To return the copy ratio to 100%, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [Set].
  You can also return the ratio to 100% using a custom copy ratio. (See "Enlarging/Reducing Using Custom Copy Ratios," on p. 5-5.)

Enlarging/Reducing Using Custom Copy Ratios

1 Press [Enlarge/Reduce] twice.

2 Use the numeric buttons to enter the copy ratio → press [Set].



- You can enter the copy ratio from 50% to 200%, selectable in 1% increments.
- Even after entering the copy ratio, you can use [◀(-)] or [▶(+)] to adjust the copy ratio. To increase the copy ratio, press [▶(+)]. To decrease the copy ratio, press [◀(-)].

NOTE

To return the copy ratio to 100%, press [Enlarge/Reduce] several times to display <DIRECT 100%> ratio → press [Set].
You can also return the ratio to 100% using a preset copy ratio. (See "Enlarging/Reducing Using Preset Copy Ratios," on p. 5-4.)

Improving Copied Image

Adjusting the Image Quality (Resolution)

You can adjust image quality to the appropriate level best suited for a document with text or photos. Three modes are available for adjusting the image quality.

1 Press [Image Quality].

2 Press [Image Quality] repeatedly until the image quality you want appears.

You can select from the following:

- <TEXT> for text-only documents
- <PHOTO> for photographs
- <TEXT/PHOTO> for documents with text and photographs. Three submodes are available: <STANDARD>, <PHOTO PRIORITY>, <TEXT PRIORITY>

NOTE

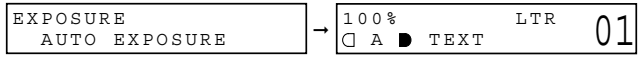
Copy exposure automatically changes to manual mode when <TEXT/PHOTO> or <PHOTO> is set.

Adjusting the Exposure (Density)

You can adjust the copy exposure automatically or manually according to how light or dark your document is.

Adjusting Automatically

1 Press [Exposure] twice to select the auto mode → press [Set].



The copy exposure is adjusted automatically.

NOTE

Image quality mode automatically changes to <TEXT> when <AUTO EXPOSURE> is set.

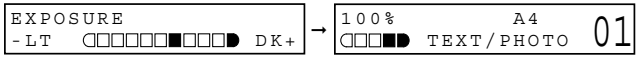
Adjusting Manually

1 Press [Exposure] to select the manual mode.

2 Press [◀(-)] or [▶(+)] to adjust the copy exposure → press [Set].

For a lighter copy exposure, press [◀(-)].

For a darker copy exposure, press [▶(+)].



NOTE

When setting the exposure lighter, the indicator moves to the left. When setting the exposure darker, the indicator moves to the right.

Adjusting the Color Balance

You can make fine adjustments to the color by varying the relative strength and density of yellow, magenta, cyan, and black for color copying. Toner density can be specified by the following procedure.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <COPY SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <COLOR BALANCE> → press [Set].

4 Press [◀(-)] or [▶(+)] to select the each color <BLACK>, <CYAN>, <MAGENTA> and <YELLOW> → press [Set].

5 Press [◀(-)] or [▶(+)] or use the numeric keys to specify the toner density → press [Set].

You can specify the level from between 1 and 7. A value of 5 is the default setting. For the toner density indication, 1 is the lightest and 7 is the darkest.

Adjusting the Saturation

You can adjust saturation to the appropriate level best suited for a document. Three modes are available for adjusting the saturation level.

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <COPY SETTINGS> → press [Set].**

3 **Press [◀(-)] or [▶(+)] to select <SATURATION> → press [Set].**

4 **Press [◀(-)] or [▶(+)] to select the appropriate saturation level → press [Set].**

You can select from the following:

- <STANDARD>
- <VIVID>
- <TRANQUIL>

5 **Press [Stop/Reset] to return to the standby display.**

Removing the Background Color

You can remove the background color of a document using <REMOVE BACKGROUND>.

1 Press [Menu].

2 Press [◀(-)] or [▶(+)] to select <COPY SETTINGS> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <REMOVE BACKGROUND> → press [Set].

4 Press [◀(-)] or [▶(+)] or use the numeric keys to specify the appropriate level → press [Set].

You can specify the level from between 1 and 5.

5 Press [Stop/Reset] to return to the standby display.

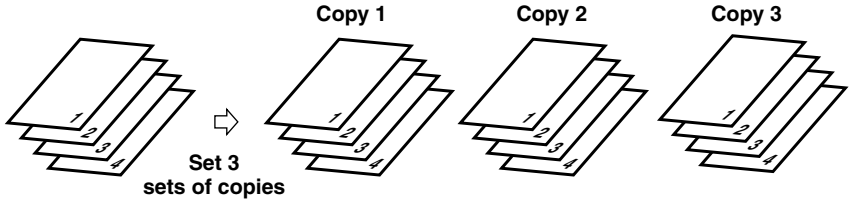
Special Features

The machine has the following SPECIAL COPY features. These features allow you to sort copies in page order and create special copies easily.

- Collate Copy
  Sorts copies in page order.
- Reserve Copy
  Reserves the next job while the machine is printing out.

Collate Copy

The collate copy allows you to sort copies in page order. It is convenient when you make multiple copies of multiple page documents.



When Loading Documents in the ADF

1 Load documents face up in the ADF.

For details on how to load documents in the ADF, see "Loading Documents in the ADF," on p. 3-4.

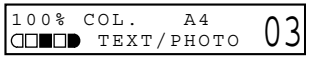
2 Press [Collate].

<COL.> appears in the LCD.

NOTE

If <AUTO SORT> in <COPY SETTINGS> of the Menu is set to <ON>, the collate copy feature is automatically set. (See <5. AUTO SORT> of "Menu Descriptions," on p. 10-6.)

3 Use the numeric keys to enter the number of copies you want.



You can set up to 99 copies.

4 Press [B&W Start] or [Color Start].

The machine begins scanning from the first page of the document. After scanning, the scanned documents will come out in order.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD, and the document being scanned stops in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-20 to clear the paper jam in the ADF.
If this happens, reduce the documents to be scanned. Or, change the image quality mode to <TEXT>.

When Placing a Document on the Platen Glass

1 Place the first page of a document on the platen glass.

For details on how to place documents on the platen glass, see "Placing a Document on the Platen Glass," on p. 3-3.

2 Press [Collate].

<COL.> appears in the LCD.

3 Use the numeric keys to enter the number of copies you want.

You can set up to 99 copies.

4 Press [B&W Start] or [Color Start].

The machine begins scanning.

5 Place the next page of the document on the platen glass.

6 Press [B&W Start] or [Color Start].

Repeat step 5 and 6 to scan all documents.

7 Press [Set].

The machine begins printing out.

NOTE

When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning is canceled. In this case, reduce the documents to be scanned. Or change the image quality mode to <TEXT>.

Reserve Copy

This feature allows you to reserve the next job while the machine is printing out a current job.

NOTE

The machine can store up to 10 copy jobs in memory.

1 Press [Stop/Reset] twice to return to the standby display while the machine is printing out.

NOTE

It is necessary to return to the standby display in order to reserve the next copy job.

2 Place the document you want to reserve face down on the platen glass or in the ADF.

For details on how to place documents, see "Setting Up Documents," on p. 3-3.

3 Use the numeric buttons to enter the number of copies.

You can set up to 99 copies.

4 Adjust any necessary settings for your document.

- Press [Image Quality] to select the scanning resolution. (See "Adjusting the Image Quality (Resolution)," on p. 5-6.)
- Press [Exposure] to select the scanning exposure. (See "Adjusting the Exposure (Density)," on p. 5-6.)

- Press [Enlarge/Reduce] to select the copy ratio. (See "Setting Enlarging/Reducing," on p. 5-4.)

5 Press [B&W Start] or [Color Start].

The machine begins scanning.

NOTE

- After printing of the current copy job is complete, the next copy job begins.
- If the memory becomes full while scanning, <MEMORY FULL> appears in the LCD. When the ADF is used for scanning, the document being scanned stops in the ADF. Follow the procedure in "Removing Jammed Paper from the ADF," on p. 9-20 to clear the paper jam in the ADF.
  All of the scanned documents will be erased if <MEMORY FULL> appears, so divide the document and copy each part separately, or select a lower image quality mode and make copies again.

Scanning

CHAPTER 6

This chapter briefly explains how to scan documents into your computer using the scanner driver included in the CD-ROM.

Before Scanning

Before scanning, software must be installed on your computer.

- If not, please see "Install the software and connect the machine to your computer," in the *Set-Up Instructions for Networking and Printing* or Chapter 1, "Installation," in the *Software Guide*.

Check if the scanner driver is installed on your computer by following this procedure.

1 Open the [Scanners and Cameras] folder (Windows 98/Me/2000: the [Scanners and Cameras Properties] dialog box).

- **On Windows XP/Server 2003:**
  - ❑ Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras].
- **On Windows 98/Me/2000:**
  - ❑ Click [Start] on the Windows task bar → select [Settings] → [Control Panel] → double click [Scanners and Cameras].

2 Make sure there is the corresponding scanner driver name or icon.

Scanning Methods

There are two methods of scanning documents to your computer:

- Using a TWAIN- or WIA- (Windows XP) compliant Windows application
- Using [SCAN] on the operation panel of the machine

IMPORTANT

For better scanning quality for color documents, we recommend that you place documents on the platen glass. If you use the ADF, the scanned image might not be clear.

This section explains how to scan using [SCAN] on the operation panel of the machine. By pressing [SCAN] → [B&W Start] or [Color Start] on the operation panel of the machine, you can scan documents to your computer.

1 Place the document on the platen glass or load it in the ADF.

For details on how to place documents, see "Setting Up Documents," on p. 3-3.

2 Press [SCAN] → [B&W Start] or [Color Start] on the machine.

If you are asked to select the program to launch, select "MF Toolbox Ver4.7."

Scanning starts.

The MF Toolbox and the MF Toolbox settings dialog box will open, but the document will be scanned without pressing [Start].

The scanned document will be processed according to your settings.

When you use [Start] for the first time, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder. If there is no [My Pictures] folder, the folder with the scanning date will be created in the [My Documents] folder and your document will be saved in this folder.

More Information

For detailed information on all scanning features, see Chapter 3, "Scanning," in the *Software Guide*.

System Monitor

7
CHAPTER

This chapter explains how to check the status of the jobs stored in the machine, and to confirm or delete them as needed.

Checking the Status of the Jobs Stored in the Machine

Use the [Status Monitor] to confirm or delete copy, fax, print and report jobs stored in the machine.

When using [Status Monitor], the LCD displays the jobs in the following order in each mode.

In Copy mode,	In Fax mode,
- COPY STATUS	- RX/TX STATUS
- RX/TX STATUS	- TX/RX LOG
- TX/RX LOG	- PRINT STATUS
- PRINT STATUS	- REPORT STATUS
- REPORT STATUS	- COPY STATUS

NOTE
[Status Monitor] is disabled in the Scan mode.

Confirming and Deleting a Fax Job

Follow the procedure below to confirm the sending or receiving status.

1 Press [Status Monitor].

2 Press [◀(-)] or [▶(+)] to select <RX/TX STATUS> → press [Set].

NOTE

- If there is no job, <NO CURRENT RX/TX JOB> is displayed.
- If there is only one fax job, go to step 4.
- The transaction number and <TX/RX> in the LCD mean the following:
  - <0001> to <4999>: A sent document (TX)
  - <5001> to <9999>: A received document (RX)

3 Press [◀(-)] or [▶(+)] to confirm the transaction number and time.

NOTE

For the fax job with multiple destinations (sequential broadcasting), only the fax/telephone number to be sent first is displayed.

4 If you want to delete the fax job, press [Set].

NOTE

If you delete the fax job with multiple destinations, the machine does not send the fax to any of the destinations registered for the job.

5 If you decide to delete the job, press [◀(-)] for <YES>.

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

6 Press [Stop/Reset] to return to the standby display.

NOTE

For detailed information on all fax features, see the *Facsimile Guide*.

Confirming Transmission Results

Follow the procedure below to confirm the sending or receiving results.

1 Press [Status Monitor].

2 Press [◀(-)] or [▶(+)] to select <TX/RX LOG> → press [Set].

NOTE

If there is no job, <NOT FOUND> is displayed.

3 Press [◀(-)] or [▶(+)] to confirm the sending or receiving results.

4 Press [Stop/Reset] to return to the standby display.

Confirming and Deleting a Copy Job

1 Press [Status Monitor].

2 Press [◀(-)] or [▶(+)] to select <COPY STATUS> → press [Set].

NOTE

- If there is no job, <NO COPY JOBS EXIST> is displayed.
- If there is only one copy job, go to step 4.

3 Press [◀(-)] or [▶(+)] to confirm the job number, and the quantity of copies.

4 If you want to delete the copy job, press [Set].

5 If you decide to delete the job, press [◀(-)] for <YES>.

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

6 **Press [Stop/Reset] to return to the standby display.**

Confirming and Deleting a Print Job

1 **Press [Status Monitor].**

2 **Press [◀(-)] or [▶(+)] to select <PRINT STATUS> → press [Set].**

NOTE
- If there is no job, <NO PRINT JOBS EXIST> is displayed.
- If there is only one print job, go to step 4.

3 **Press [◀(-)] or [▶(+)] to confirm the file name.**

4 **If you want to delete the print job, press [Set].**

5 **If you decide to delete the job, press [◀(-)] for <YES>.**

NOTE
- To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.
- The LCD can display characters in ASCII cord. Using characters other than those in ASCII cord may have the LCD display garbled characters.

6 **Press [Stop/Reset] to return to the standby display.**

Confirming and Deleting a Report Job

1 Press [Status Monitor].

2 Press [◀(-)] or [▶(+)] to select <REPORT STATUS> → press [Set].

NOTE
- If there is no job, <NO REPORT JOBS EXIST> is displayed.
- If there is only one report job, go to step 4.

3 Press [◀(-)] or [▶(+)] to confirm the report.

4 If you want to delete the report job, press [Set].

5 If you decide to delete the job, press [◀(-)] for <YES>.

NOTE

To cancel deleting the job, press [▶(+)] for <NO>. Once the job is deleted, the job cannot be restored.

6 Press [Stop/Reset] to return to the standby display.

Maintenance

8
CHAPTER

This chapter explains how to clean the machine, replace the toner cartridge, and repack and transport the machine.

Periodic Cleaning

Your machine requires little periodic maintenance. This section describes the necessary cleaning procedures for your machine.

CAUTION

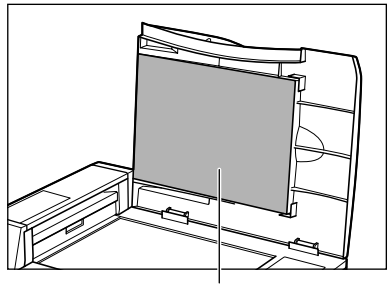
- **When cleaning the machine's exterior or the platen glass, be sure to disconnect the power cord before cleaning the machine.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**
  Use a soft cloth to avoid scratching the components.
- **Never use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.**

Cleaning the Exterior

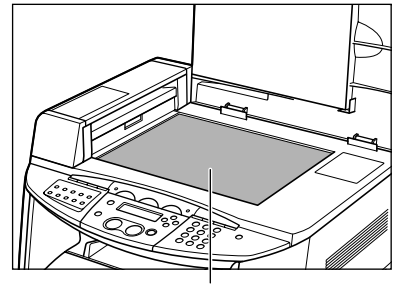
Wipe the machine's exterior with a clean, soft, lint-free cloth moistened with water or diluted dishwashing detergent solution.

Cleaning the Scanning Area

Wipe the scanning area (shaded area) with a clean, soft, lint-free cloth moistened with water, then wipe with a clean, soft, dry, lint-free cloth.



Platen glass cover

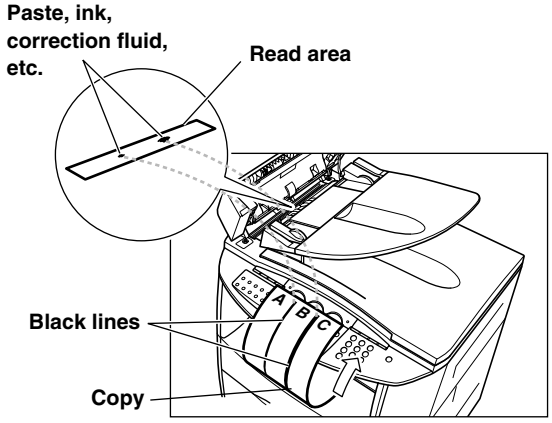


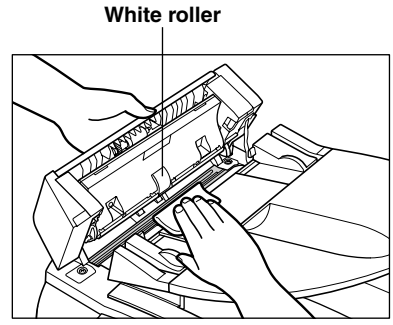
Platen glass

Cleaning the ADF Area

Black lines may appear in copies when the ADF is used to feed documents. This is caused by paste, ink, correction fluid, or other foreign matters in the read area of the platen glass (shaded area). Use a clean soft cloth to wipe the read area clean. Take particular care to clean at the locations where the black lines are appearing on copies.

If you have trouble getting the glass clean, wipe with a cloth moistened with water or a mild neutral detergent, and then wipe the glass dry with another cloth.





IMPORTANT

- Paste, ink, correction fluid, and other foreign matter can soil the platen glass when you send a document through the ADF while the paste, ink, or correction fluid on the document is still wet. This is what causes black lines on copies. Whenever you load a document in the ADF, always check to make sure that any paste, ink, or correction fluid that is on the document is completely dry.
- When cleaning the read area of the platen glass, take care not to damage the white roller located on the center of the ADF.

Cleaning the Fusing Roller

If smudge marks appear on the back or front side of printed pages, clean the fusing roller in the following procedure. Print quality deterioration can be prevented by cleaning the fusing roller. First, print out a cleaning page using LTR or A4 size paper. Then, feed the cleaning page from the multi-purpose tray to clean the fusing roller.

IMPORTANT

A cleaning page cannot be printed on paper in size other than LTR or A4. Be sure to set LTR or A4 paper in the cassette.

1 Press [Menu].

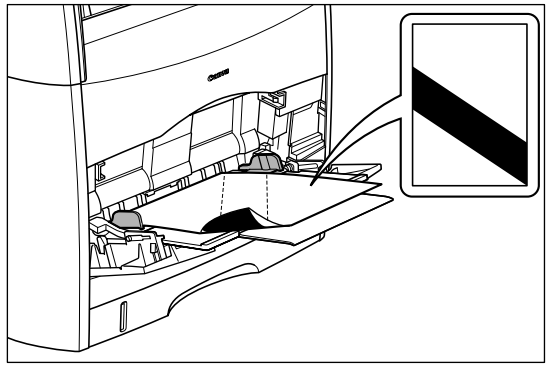
2 Press [◀(-)] or [▶(+)] to select <MAINTENANCE> → press [Set].

3 Press [◀(-)] or [▶(+)] to select <ROLLER CLEANING> → press [Set].

4 Press [◀(-)] or [▶(+)] to select <CLEAN PAPER PRINT> → press [Set].

A cleaning page will be printed.

5 Load the cleaning page with the printed side facing down and wide edge with the largest blank space entering the multi-purpose tray first.



When other paper has already been loaded in the multi-purpose tray, remove it before loading the cleaning page.

6 Press [Menu].

7 Press [◀(-)] or [▶(+)] to select <MAINTENANCE> → press [Set].

8 Press [◀(-)] or [▶(+)] to select <ROLLER CLEANING> → press [Set].

9 Press [◀(-)] or [▶(+)] to select <STARTS CLEANING> → press [Set].

The paper will go into the printer slowly to start cleaning the fusing roller.

NOTE

It takes approximately 3 minutes to clean the roller.The cleaning process cannot be canceled. Please wait until it ends.

Replacing the Cartridges

This section describes how to remove used cartridges and replace them with new ones.

IMPORTANT

If printout becomes faint or inconsistent, the reason may be that the lifetime of the toner cartridge has been reached even when a message does not appear. Do not continue to use the toner cartridge when there is a deterioration in the print quality.

NOTE

- The lifetime of toner cartridges for this machine is indicated as follows. The number of pages is based on printing a typical document (with a printing ratio of approximately 5 % and print density set to default).
  - Black (EP-87 Toner Cartridge Black): Approx. 5,000 pages for printing paper in size of A4 or Letter.
  - Yellow, magenta, cyan (EP-87 Toner Cartridge Yellow, EP-87 Toner Cartridge Magenta, EP-87 Toner Cartridge Cyan): Approx. 4,000 pages for printing paper in size of A4 or Letter.
- Before handling the cartridge, see the precautions in "Storing Toner Cartridges," on p. 8-14.

Replacing the Toner Cartridges

When <PREPARE NEW* CART> and then <REPLACE* CARTRIDGE> appears in the LCD, replace the toner cartridge of the indicated color with a new toner cartridge.

* Indicates either "C", "M", "Y", or "K".

WARNING

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.

IMPORTANT

Use only toner cartridges intended for use with this machine.

1 **Press [Menu].**

2 **Press [◀(-)] or [▶(+)] to select <MAINTENANCE> → press [Set].**

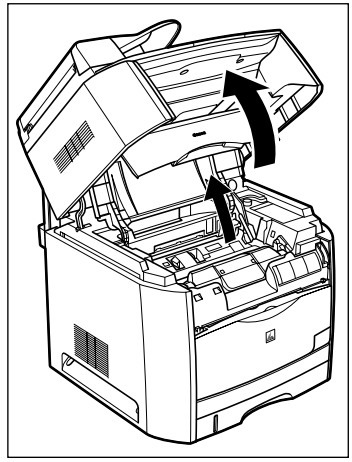
3 **Press [◀(-)] or [▶(+)] to select <CHANGE CARTRIDGE> → press [Set].**

4 **Press [◀(-)] or [▶(+)] to select the cartridge to be replaced → press [Set].**

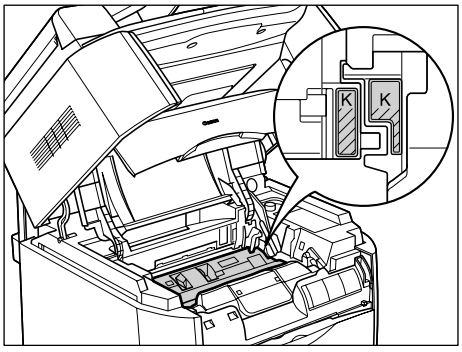
You can select from the following:

- BLACK
- CYAN
- MAGENTA
- YELLOW
- ALL COLORS

5 **Lift the scanning platform and open the cartridge cover when the sound of machine operation stops.**



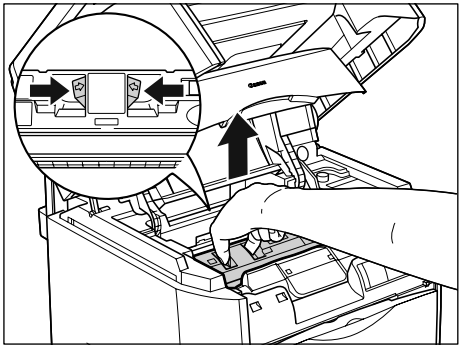
6 Make sure that the toner cartridge you want to replace is at the position for replacing.



If the spent toner cartridge is not in the replacement position, close the cover, then open it again when the sound of machine stops. Repeat this process until the cartridge you want to replace is in the correct position.

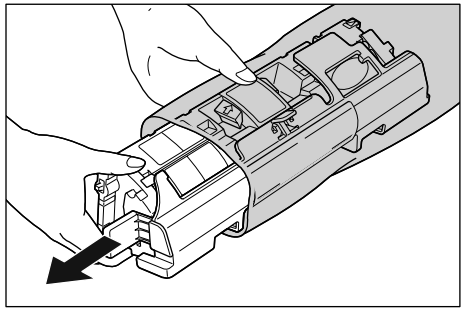
7 Remove the toner cartridge from the machine.

Hold the grip on the toner cartridge and lift it straight up.



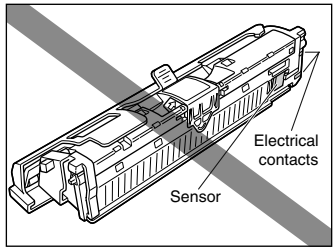
8 Confirm the color of the label on the toner cartridge holder, then take out a toner cartridge of the same color from the protective bag.

Open the protective bag with scissors, so as not to damage the cartridge.

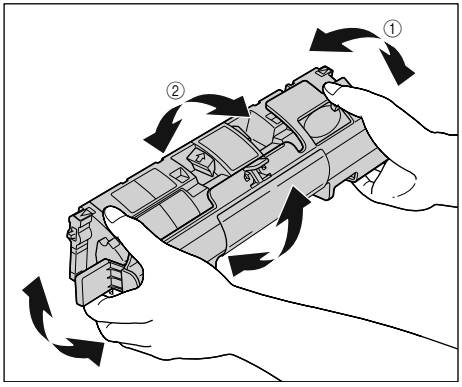


IMPORTANT

- Keep the protective bag in which the cartridge came in. It may be required when taking out the toner cartridge for machine maintenance.
- Be careful not to hold or touch the prohibited portions such as the sensor or electrical contacts. It may result in damage to the machine.



9 Hold the toner cartridge as shown in the figure, shake it gently 5 or 6 times from side to side ①, then back and forth ② to evenly distribute the toner inside.

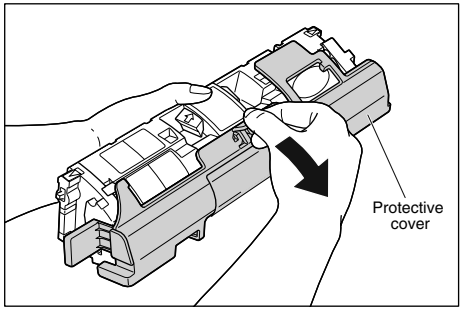


IMPORTANT

- If toner is not distributed evenly, it may result in a deterioration of the print quality. Be sure to carry out this procedure properly.
- Be sure to shake the toner cartridge gently. Toner may spill if the cartridge is handled without caution.

10 Remove the protective cover.

Hold the protective cover and remove it as shown in the figure.

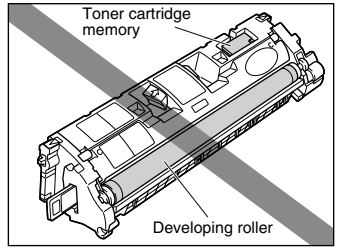


NOTE

It may be a little snug, but it will pull off.

IMPORTANT

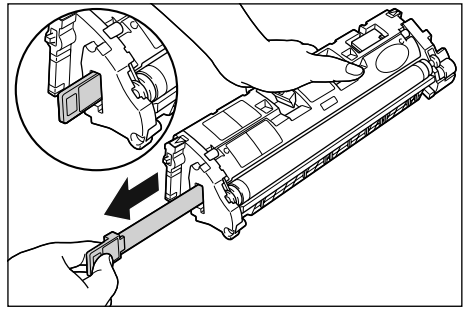
- Do not touch or hold the developing roller. The image quality may deteriorate if you do. Do not apply shock to the toner cartridge memory or bring it near magnetic waves as this may result in damage to the machine.



- Keep the protective cover with which the cartridge from removed. It may be required when taking out the toner cartridge for machine maintenance.

11 Place the toner cartridge on a flat surface, then pull out the sealing tape (Approx. 45 cm in length) while supporting the toner cartridge.

Hold the tab on the sealing tape and pull it out straight.

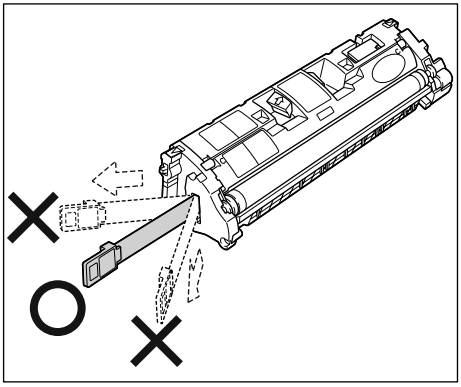


CAUTION

If the sealing tape is pulled out forcefully or stopped at midpoint, toner may spill. If toner gets into your eyes or mouth, wash it away immediately and consult a physician.

IMPORTANT

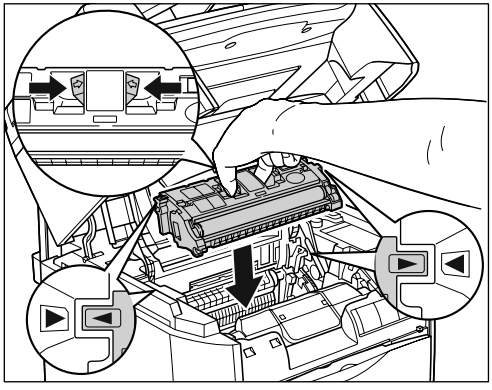
- Do not pull the sealing tape diagonally, upwards, or downwards. If the tape is severed, it may become difficult to pull it out completely.



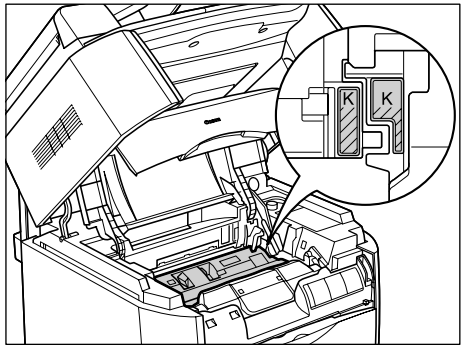
- Pull out the sealing tape completely from the toner cartridge. If the sealing tape remains in the toner cartridge, it may result in a deterioration in print quality.
- Dispose of the sealing tape according to local regulations.

12 Hold the grip on the toner cartridge and install it in the machine.

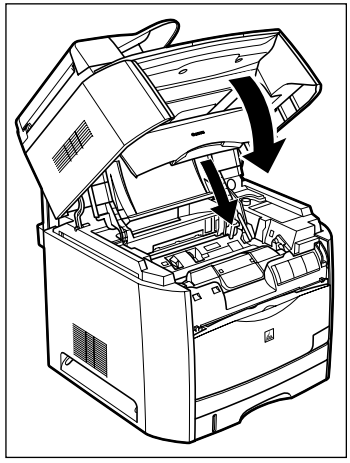
Position the triangular mark on the toner cartridge with the triangular mark on the machine and install the toner cartridge.



When the toner cartridge is installed properly, the label on the cartridge and on the toner cartridge holder will be aligned as shown in the figure.



13 Close the cartridge cover and lower the scanning platform.



The toner cartridge holder will rotate automatically.

Precautions for Handling Toner Cartridges

Please use caution when handling the toner cartridges. Careless handling can damage delicate mechanical parts or cause deterioration of the print quality. Please read the following notices before installing or removing the toner cartridges.

WARNING

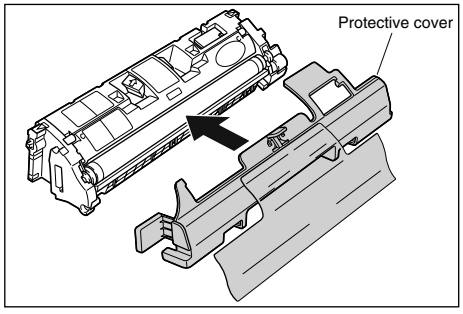
Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

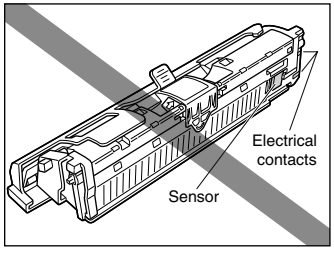
If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.

IMPORTANT

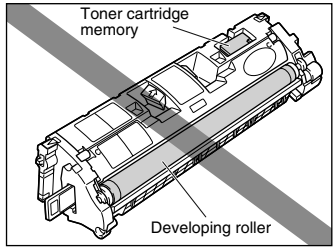
- If a toner cartridge is removed from the machine during maintenance, attach the protective cover immediately and place it in the protective bag that it came in or wrap it with a thick cloth.



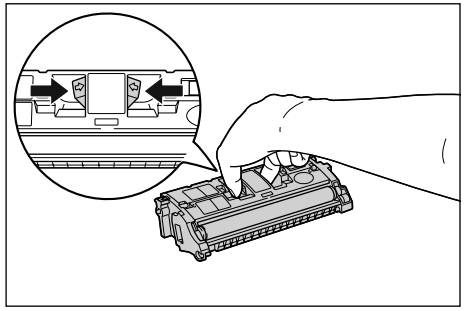
- Be careful not to hold or touch the prohibited portions such as the sensor or electrical contacts. It may result in damage to the machine.



- Do not touch or hold the developing roller. The image quality may deteriorate. Do not apply shock to the toner cartridge memory or bring it near magnetic waves. It may result in damage to the machine.



- When handling a toner cartridge, hold it properly as shown in the figure. Do not set it vertically or upside-down.



- Never attempt to disassemble or modify the cartridge.
- If a toner cartridge is brought to an environment where the temperature differs extremely, condensation may occur both inside and on the outside of the cartridge. If you are going to install a cartridge that was stored in a cold place in a warm room, leave the cartridge stored in the protective bag for over two hours in the warm room so that it can adapt to the ambient temperature.
- Be sure to use a new toner cartridge within the expiration date indicated on the package.
- Using a genuine Canon toner cartridge is recommended.

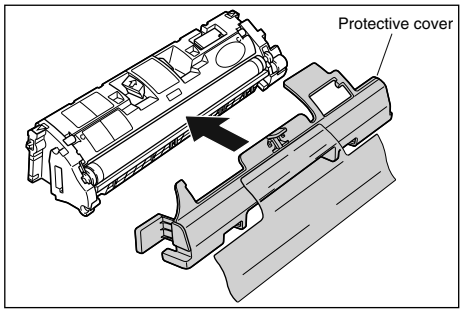
Storing Toner Cartridges

Be careful of the following points for storing new cartridges or those that were removed for maintenance.

IMPORTANT

- Do not remove a new toner cartridge from the protective bag until it is ready to be used.

- If a toner cartridge has to be removed from the machine for maintenance, attach the protective cover immediately and place it in the protective bag that it came in or wrap it with a thick cloth.

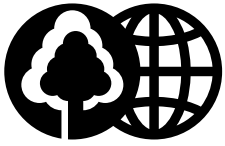


- Do not place it vertically or upside-down. Store a cartridge in the same position as when installed in the machine.
- Do not store a cartridge in a place exposed to direct sunlight.
- Do not store a cartridge in a hot or humid place, or a place where the temperature and humidity can change significantly.
  Storing temperature range: 32 to 95 °F (0 to 35 °C)
  Storing humidity range: 35 to 85 % RH (no condensation)
- Do not store a cartridge in a place that can generate corrosive gases such as ammonia, a place in which a considerable amount of salt is contained in the air, or a place with a lot of dust.
- Store the cartridge out of the reach of small children.

■ Condensation

Even within the storable humidity range, water drops may develop both inside and on the outside of the cartridge due to the difference in temperature. The development of water drops is called condensation. Condensation will adversely affect the quality of the toner cartridge.

Recycling Used Cartridges



Canon has instituted a worldwide recycling program for cartridges called "The Clean Earth Campaign." This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each PC Cartridge box.

THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon's Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining "Clean Earth" initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected millions of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents. We appreciate your support of The Canon Cartridge Recycling Program. Working together we can make a significant contribution to a cleaner planet.

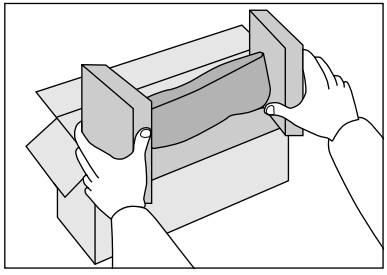
- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign
Supporting Environmental Initiatives With
The Nature Conservancy
NATIONAL ENVIROTHON
Canon National Parks Science Scholars
National Park Foundation
NATURE
The Canon Cartridge Recycling Program
WWF CANADA
THE NATURE CONSERVANCY OF CANADA
LA SOCIÉTÉ CANADIENNE POUR LA CONSERVATION DE LA NATURE
Le Programme De Recyclage Des Cartouches de Canon

Packaging

■ *Option A-1: Single Box Return*

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.

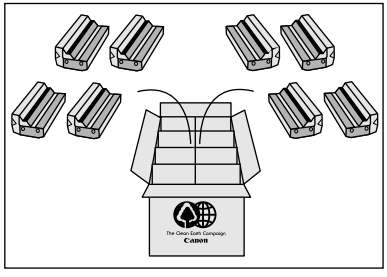


■ *Option B: Volume Box Return*

We encourage you to use this option as a more efficient way to ship cartridges.

- Place as many cartridges as possible into one box.
  Carefully seal the box with tape;

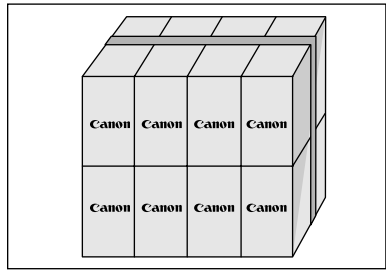
  or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



■ *Option A-2: Multiple Box Return*

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.
Maximum weight = 70 lb (31.8 kg)
Maximum length = 108" (2,743 mm)
Maximum girth (length + 2 × width + 2 × height) = 130" (3,302 mm)
If your shipment exceeds the above limits, please call **1-800-OK-Canon** for special shipping information.

Please Note:
Do not send defective cartridges for replacement.
Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

Shipping

Apply the UPS authorized returning label provided in this guide.

Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.
Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.

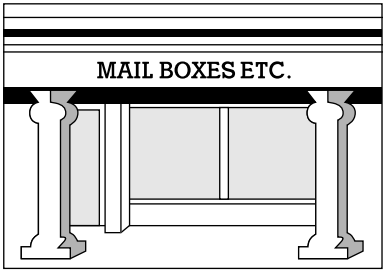
■ *Option A: UPS Pick-up*

- Give the shipment to your UPS driver when you receive your next regular delivery; or
- Take the shipment to your local UPS receiving point.

■ *Option B: MBE Drop off*

Take the shipment to a participating MBE (Mail Boxes, Etc.) Center.

For location, please call **1-800-949-6660**.

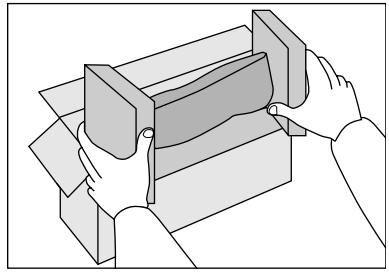


By using either of the above methods of shipment, your used cartridge(s) will be forwarded to the Canon Cartridge Collection Center at no charge to you.

For further information about the Clean Earth Campaign in the United States, please call: **1-800-OK-Canon**

■ *Option A: Single Box Return*

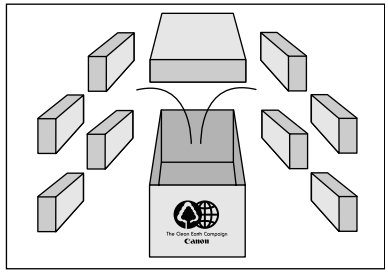
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

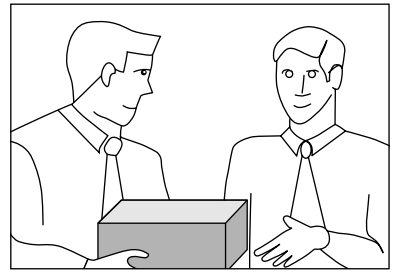


■ *Option B: Volume Box Return (eight or more cartridges)*

We encourage you to use this option as a more efficient way to ship cartridges.

- Call **1-800-667-2666** to receive your free Canon collection box kit. The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.





Working to preserve endangered species is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates $1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.
  1-800-667-2666
  Canon Canada Inc.
  Corporate Customer Relations
  6390 Dixie Road
  Mississauga, ON L5T 1P7

Replacing the Drum Cartridge

This section describes the precautions for replacing, handling, and storing drum cartridges.

Replacing the Drum Cartridge

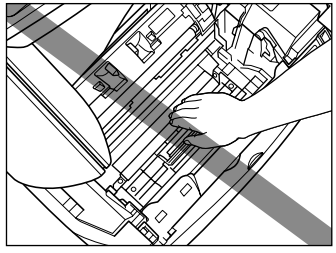
Drum cartridges are consumable products. Replace the drum cartridge with a new one when <PREPARE NEW DRUM> or <REPLACE THE DRUM> appears in the LCD.

WARNING

Do not burn or throw used drum cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

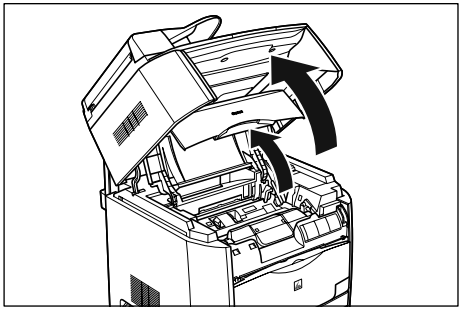
- **If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.**
- **Do not touch the electrical contacts or gears in the cartridge cover, as this may result in an electric shock.**



IMPORTANT

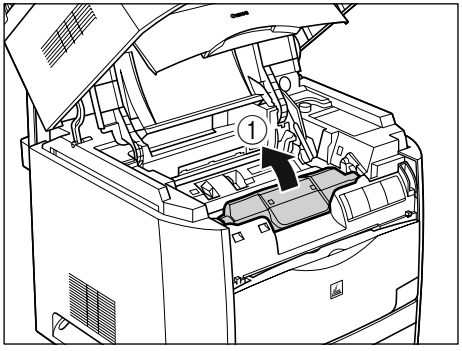
- Use only a drum cartridge intended for use with this machine.
- The inner portion of the machine must be cleaned when replacing the drum cartridge, therefore, have a soft, dry cloth available.

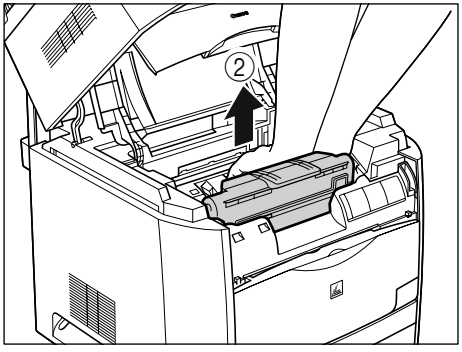
1 Lift the scanning platform and open the cartridge cover.



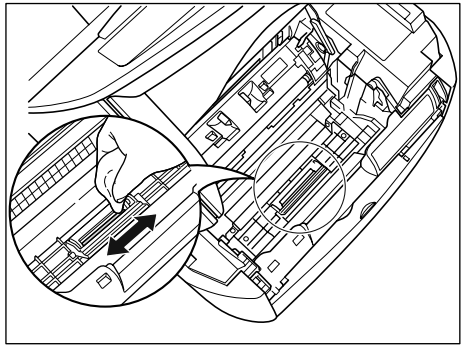
2 Remove the drum cartridge from the machine.

Pull up the green handle on the drum cartridge in the direction of the arrow ①, and lift the cartridge straight up ②.





3 Use a soft, dry cloth and wipe off chipped paper and toner that are attached on the transparent sheet located at the front of the roller.



WARNING

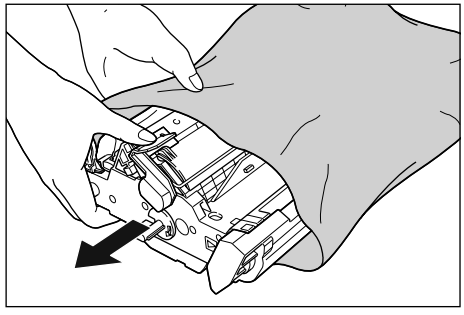
Clean the machine using a soft, dry cloth. Do not use alcohol, benzene, paint thinner, or other flammable substances.

IMPORTANT

- Be careful not to scratch the transparent sheet or peel it by force.
- Do not wet the cloth with water or detergent.
- Be careful not to touch unnecessary parts in the machine when cleaning.

4 Take the drum cartridge out of the protective bag.

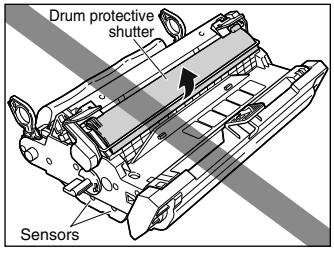
Open the protective bag with scissors, so as not to damage the cartridge.



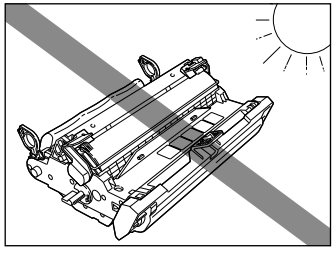
IMPORTANT

- Keep the protective bag in which the cartridge came in. It may be required when taking out the drum cartridge for machine maintenance.

- Print quality may deteriorate if you touch or damage the drum that is set inside. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch the portions that are not described for this procedure such as the sensors. It may result in damage to the machine.

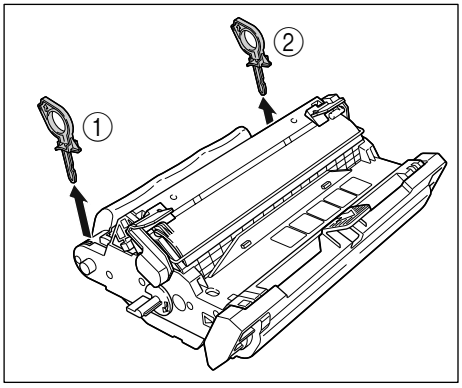


- Do not expose the drum cartridge to direct sunlight or strong light.

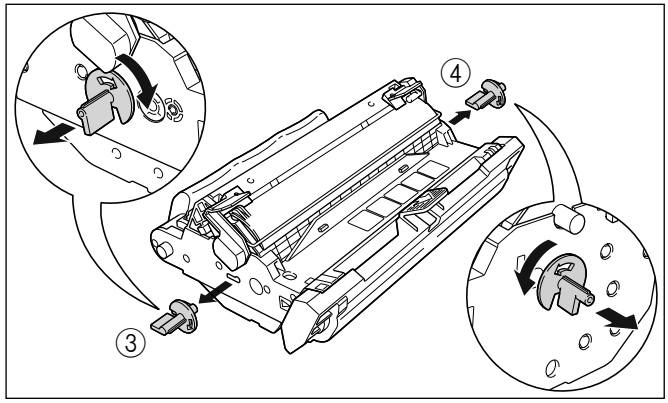


5 Remove the packing materials (7 pieces).

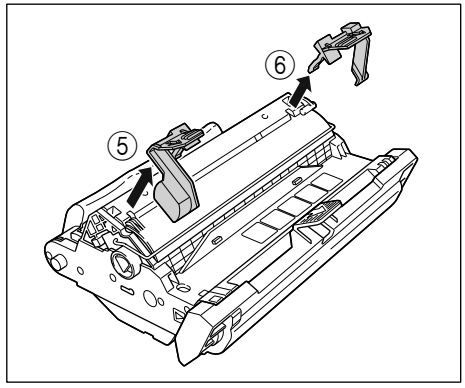
Remove the packing materials ① and ② by hooking your fingers into the tab and pulling them in the direction of the arrows.



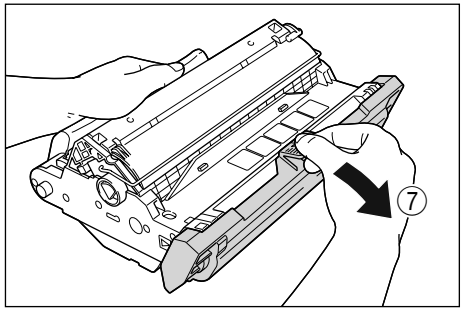
Remove the packing materials ③ and ④ by turning them in the direction of the arrows until they stop and pulling them away.



Remove the packing materials ⑤ and ⑥ by holding the grips and pulling them in the direction of the arrows.

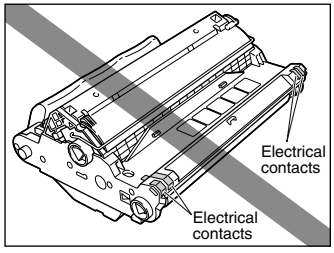


Hold the packing material ⑦ and remove it as shown in the figure.

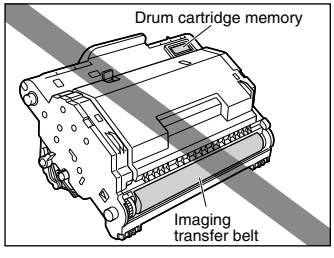


IMPORTANT

- Do not hold or touch the electrical contacts. It may result in damage to the machine.



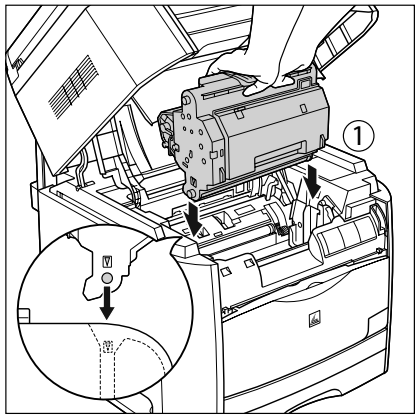
- Do not hold or touch the imaging transfer belt. The image quality may deteriorate. Do not apply shock to the drum cartridge memory or bring it near magnetic waves. It may result in damage to the machine.



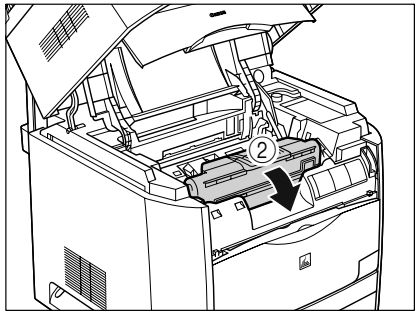
- After removing the packing materials, install the drum cartridge in the machine as soon as possible.
- Dispose of the packing materials according to local regulations.

6 Hold the drum cartridge with both hands and install it in the machine.

Position the triangular mark on the drum cartridge with the triangular mark on the machine and install the drum cartridge ①.

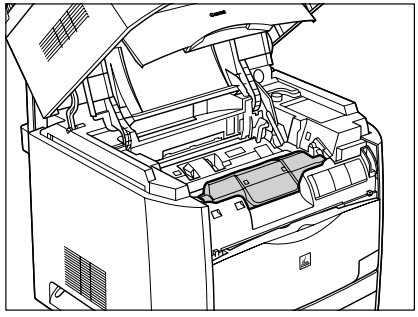


Lock the drum cartridge by pushing it down toward you ②.

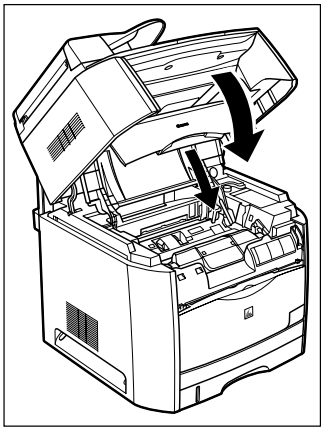


IMPORTANT

Lock the drum cartridge securely so that it may be in the state shown in the figure.



7 Close the cartridge cover and lower the scanning platform.



Precautions for Handling the Drum Cartridge

A drum cartridge consists of parts that are sensitive to light and delicate parts. Therefore, handling the cartridge without caution may lead to damage or a deterioration in the print quality. Be careful of the following points when removing or installing the cartridge.

WARNING

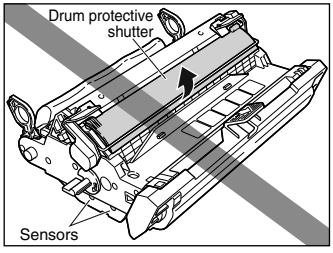
Do not burn or throw used drum cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

CAUTION

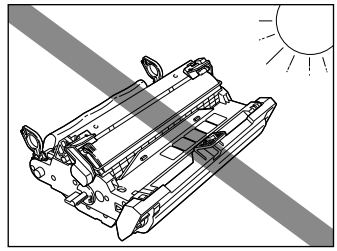
If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.

IMPORTANT

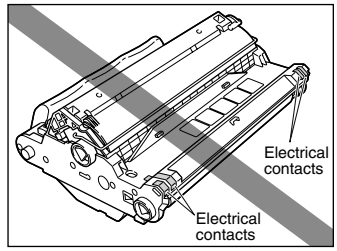
- Print quality may deteriorate if you touch or damage the drum that is set inside. Be careful not to touch the drum or open the drum protective shutter. Be careful not to hold or touch the portions that are not described for this procedure such as the sensor. It may result in damage to the machine.



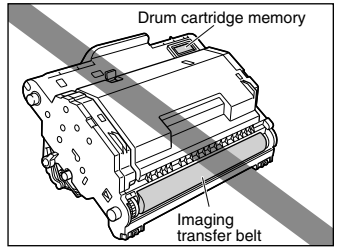
- Do not expose the drum cartridge to direct sunlight or strong light.



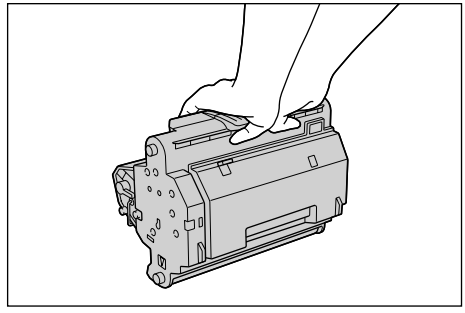
- If a drum cartridge has to be removed from the machine for maintenance, attach the protective cover immediately and place it in the protective bag that it came in.
- Do not hold or touch the electrical contacts. It may result in damage to the machine.



- Do not hold or touch the imaging transfer belt. The image quality may deteriorate. Do not apply shock to the drum cartridge memory or bring it near magnetic waves. It may result in damage to the machine.



- When handling a drum cartridge, hold it properly as shown in the figure. Do not set it vertically or upside-down.



- Never attempt to disassemble or modify the cartridge.
- If a cartridge is brought to an environment where the temperature differs extremely, condensation may occur both inside and on the outside of the cartridge. If you are going to install a cartridge that was stored in a cold place in a warm room, leave the cartridge stored in the protective bag for over two hours in the warm room so that it can adapt to the ambient temperature.
- Be sure to use a new cartridge within the expiration date indicated on the package.
- Using a genuine Canon drum cartridge is recommended.

Storing a Drum Cartridge

Be careful of the following points for storing new cartridges or those that were removed for maintenance.

IMPORTANT

- Do not remove a new drum cartridge from the protective bag until it is ready to be used.
- If a drum cartridge has to be removed from the machine for maintenance, place it in the protective bag that it came in or wrap it with a thick cloth immediately.
- Do not store a cartridge in a place exposed to direct sunlight.
- Do not store a cartridge in a hot or humid place, or a place where the temperature and humidity can change significantly.
  Storing temperature range: 32 to 95 °F (0 to 35 °C)
  Storing humidity range: 35 to 85 % RH (no condensation)
- Do not store a cartridge in a place that can generate corrosive gases such as ammonia, a place in which a considerable amount of salt is contained in the air, or a place with a lot of dust.
- Store the cartridge out of the reach of small children.

Condensation

Even within the storable humidity range, water drops may develop both inside and on the outside of the cartridge due to the difference in temperature. The development of water drops is called condensation. Condensation will adversely affect the quality of the cartridge.

Repacking and Transporting Your Machine

Be sure to unplug the power cord before transporting the machine. If the machine is likely to be subjected to vibration (e.g., when transporting over long distances), the following precautions should be taken. If you do not follow these precautions, the machine may be damaged or the quality of your printouts may be adversely affected.

1 **Disconnect the printer cable and /or network.**

2 **Lift the scanning platform.**

3 **Open the cartridge cover.**

4 **Remove a toner cartridge from the machine. In order to avoid direct sunlight, place the toner cartridge in the protective bag that it came in when you purchased it.**

5 **Close the cartridge cover.**

6 **The machine will rotate to the next cartridge position. Repeat steps 3 to 5 until all the toner cartridges are removed.**

7 **Open the cartridge cover again.**

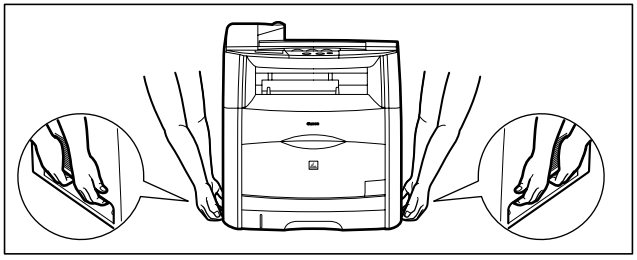
8 **Remove the drum cartridge and store it as described on page 9-4.**

9 **Close the cartridge cover and lower the scanning platform.**

10 **Detach the document feeder tray.**

11 **Unplug the power cord.**

Carrying the Machine by the Sides



Detach the document feeder tray.
Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration above.

CAUTION

When carrying the machine, be sure to hold it in the designated places as shown in the illustration. Dropping the machine can cause personal injury.

Troubleshooting

9
CHAPTER

This chapter describes the problems you might encounter when using the machine and their remedies. It also explains what to do if you cannot solve the problem by yourself.

Clearing Jams

This section describes how to remove jammed paper. When print media jams inside the machine, the LCD displays <REC. PAPER JAM> and <OPEN PRINTER COVER> repeatedly.

⚠ CAUTION

There are some areas inside the machine and cartridge which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections to avoid burns or electrical shock.

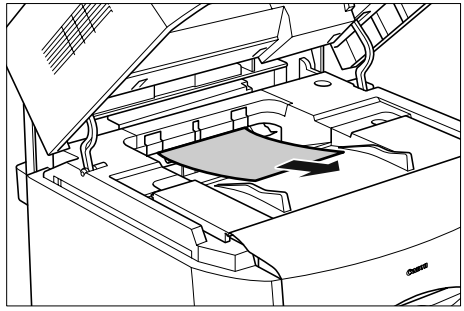
NOTE

When removing jammed paper from inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner, and make it impossible to remove the toner stains.

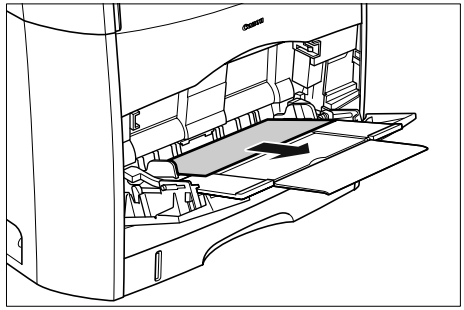
Paper Jam Inside the Machine

If the message <REC. PAPER JAM> and <OPEN PRINTER COVER> appear in the LCD, remove the paper in the following procedure.

1 If paper is jammed in the output tray, remove the jammed paper.



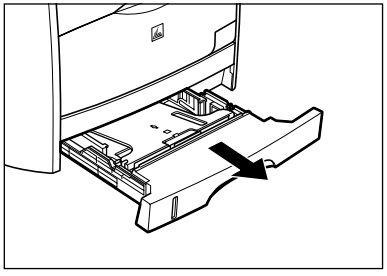
2 If paper is jammed in the multi-purpose tray, remove the jammed paper.



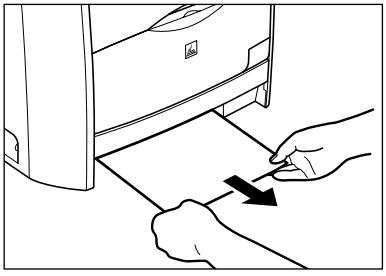
IMPORTANT

If the jammed paper cannot be removed easily, proceed to the next step. Do not try to remove it forcefully.

3 Pull out the paper cassette.



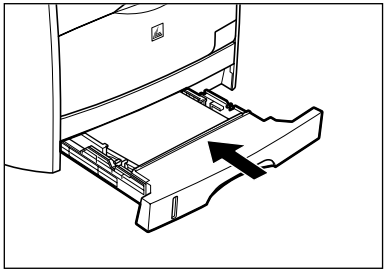
4 Remove the jammed paper.



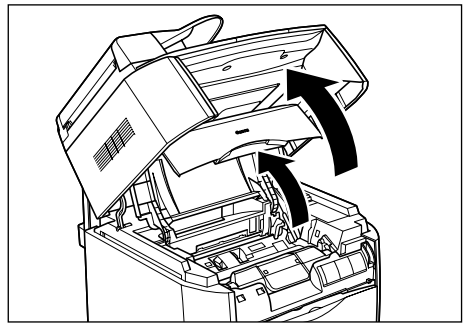
IMPORTANT

If the jammed paper cannot be removed easily, proceed to the next step. Do not try to remove it forcefully.

5 Insert the cassette in the machine.

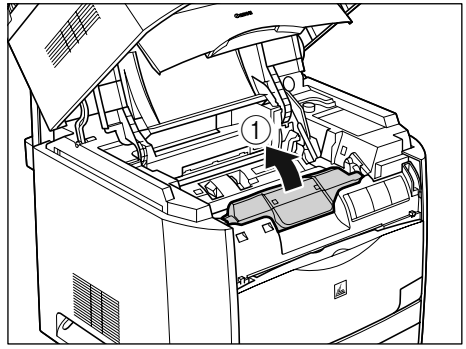


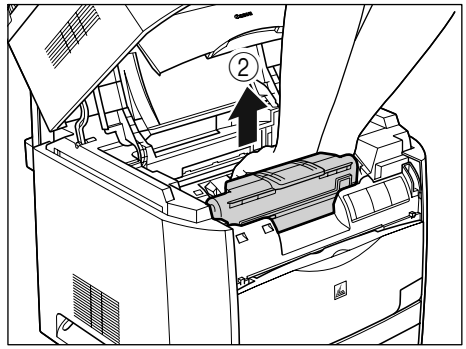
6 Lift the scanning platform and open the cartridge cover.



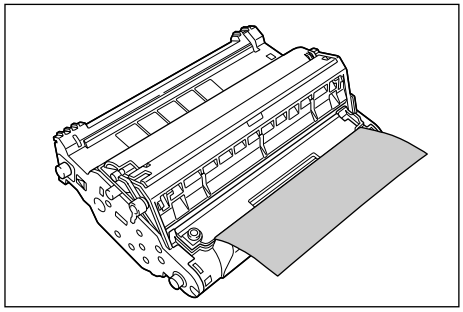
7 Remove the drum cartridge from the machine.

Pull up the green handle on the drum cartridge in the direction of the arrow ①, and lift the cartridge straight up ②.



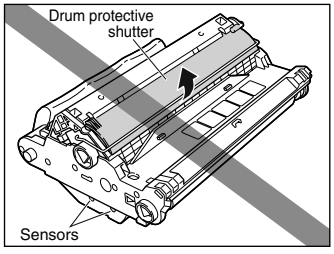


If paper is jammed in the removed drum cartridge, do not try to pull the paper out forcefully but refer to "Paper Jam in the Drum Cartridge," on p. 9-18.

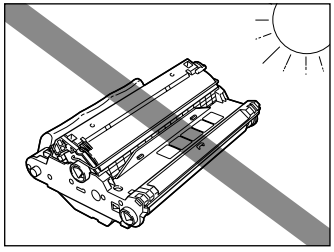


IMPORTANT

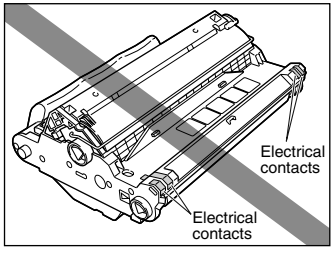
- Print quality may deteriorate if you touch or damage the drum that is set inside. Be careful not to touch the drum or open the drum's protective shutter. Be careful not to hold or touch the portions that are not described for this procedure such as the sensors. It may result in damage to the machine.



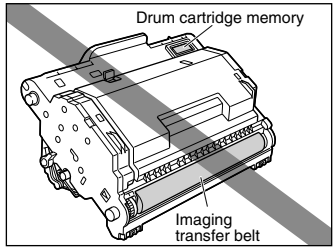
- Do not expose the drum cartridge to direct sunlight or strong light.



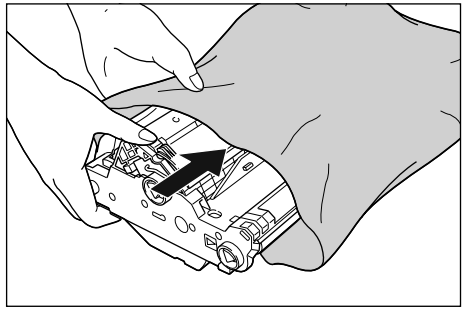
- Do not hold or touch the electrical contacts. It may result in damage to the machine.



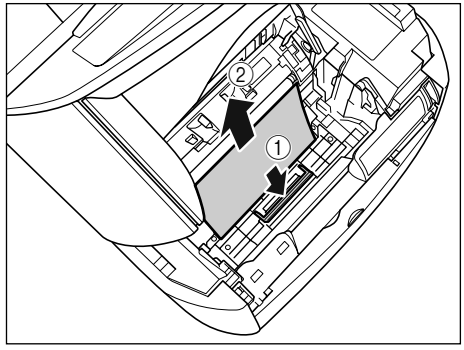
• Do not hold or touch the imaging transfer belt. The image quality may deteriorate. Do not apply shock to the drum cartridge memory or bring it near magnetic waves. It may result in damage to the machine.



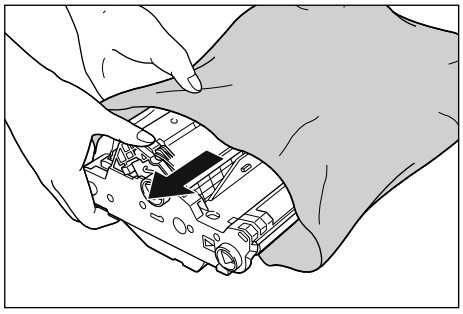
8 Place the drum cartridge in the protective bag.



9 Press the green lock release lever ① and remove the jammed paper ②.

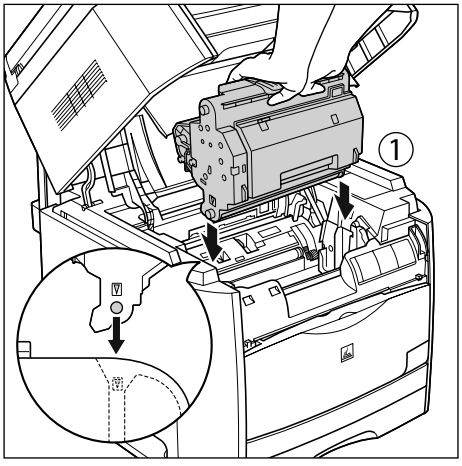


10 Take the drum cartridge out of the protective bag.

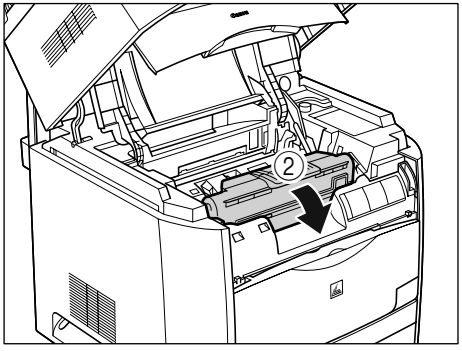


11 Hold the drum cartridge with both hands and install it in the machine.

Position the triangular mark on the drum cartridge with the triangular mark on the machine and install the drum cartridge ①.

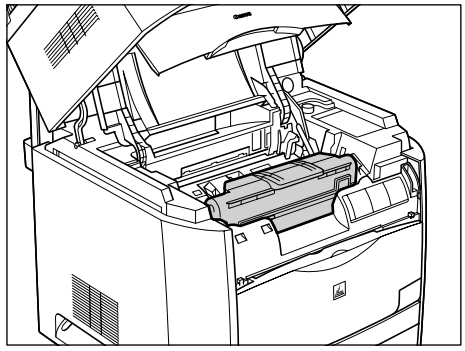


Lock the drum cartridge by pushing it down toward you ②.

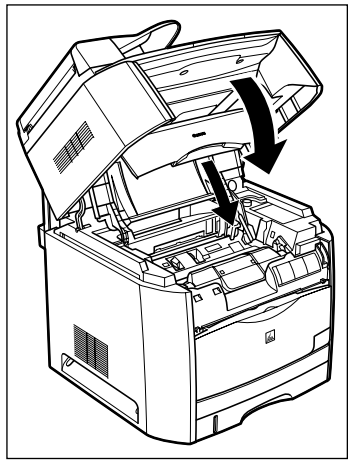


IMPORTANT

Lock the drum cartridge securely so that it may be in the state shown in the figure.



12 Close the cartridge cover and lower the scanning platform.



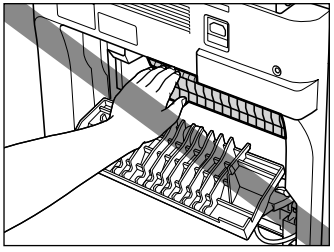
If the message is still displayed after closing the cartridge cover, pieces of torn paper may still be remaining inside. Re-check the various sections of the machine and remove all pieces of the jammed paper from inside the machine.

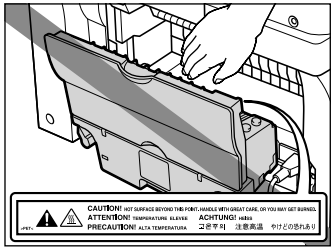
Paper Jam Behind the Machine

If the message <REC. PAPER JAM> appears in the LCD, remove the paper using the following procedure.

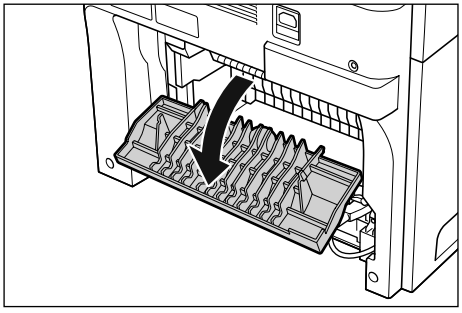
CAUTION

The fuser unit and its surroundings inside the machine may become hot during use. When replacing fuser unit, do not touch the fuser unit and its surroundings, as doing so may result in burns or electrical shock.

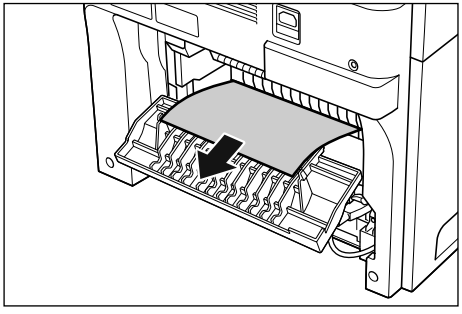




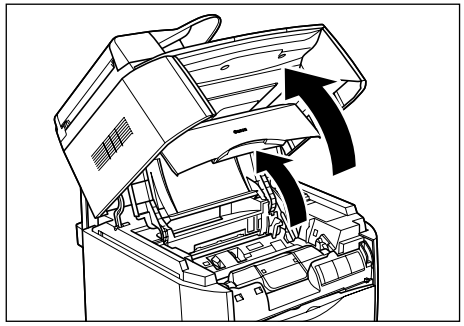
1 Open the face up cover.



2 Remove the jammed paper.

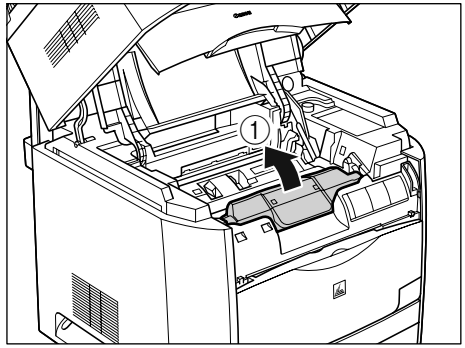


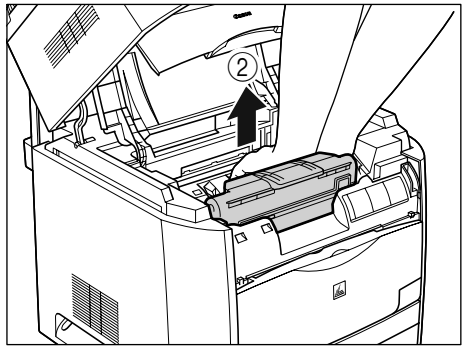
3 Lift the scanning platform and open the cartridge cover.



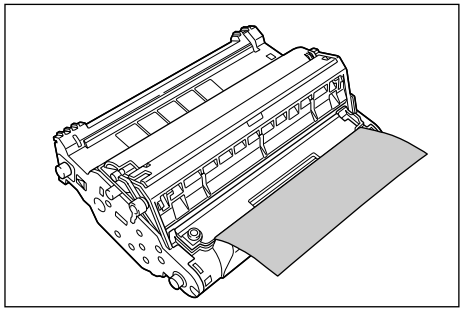
4 Remove the drum cartridge from the machine.

Pull the green handle on the drum cartridge in the direction of the arrow ①, and lift the cartridge straight up ②.



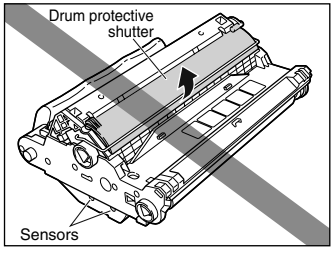


If paper is jammed in the removed drum cartridge, do not try to pull the paper out forcefully but refer to "Paper Jam in the Drum Cartridge," on p. 9-18.

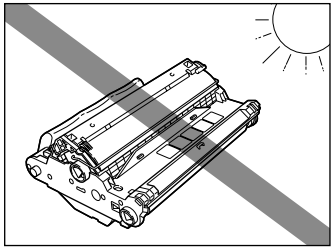


IMPORTANT

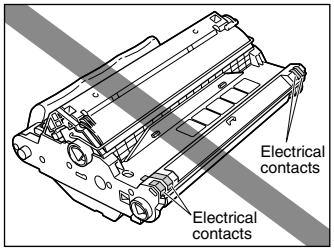
- Print quality may deteriorate if you touch or damage the drum that is set inside. Be careful not to touch the drum or open the drum's protective shutter. Be careful not to hold or touch the portions that are not described for this procedure such as the sensors. It may result in damage to the machine.



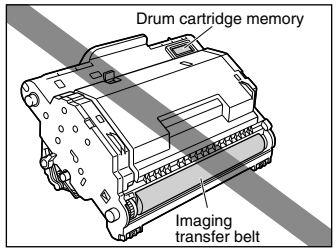
- Do not expose the drum cartridge to direct sunlight or strong light.



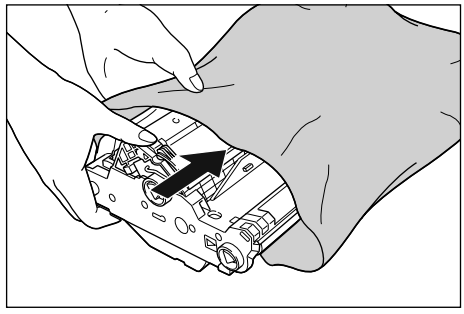
- Do not hold or touch the electrical contacts. It may result in damage to the machine.



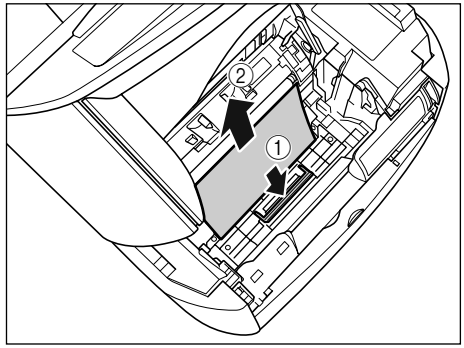
• Do not hold or touch the imaging transfer belt. The image quality may deteriorate. Do not apply shock to the drum cartridge memory or bring it near magnetic waves. It may result in damage to the machine.



5 Place the drum cartridge in the protective bag.



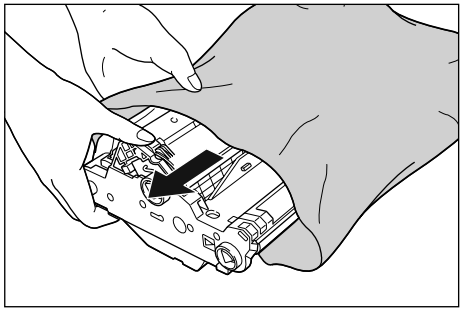
6 Press the green lock release lever ① and remove the jammed paper ②.



IMPORTANT

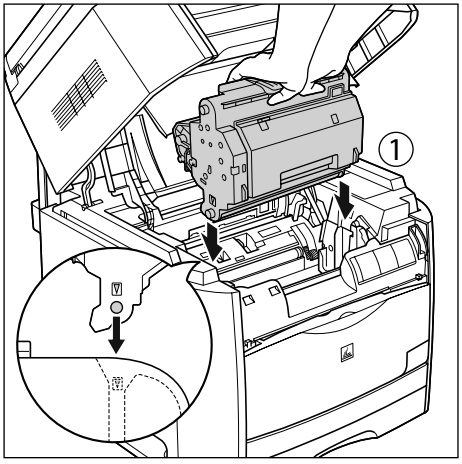
If no paper jam has been found after performing the procedure up to this step, the paper may be jammed in the fuser unit at the back of the machine. In this case, skip Step 7 to Step 9 and start with Step 10 (→ p. 9-15) to remove the jammed paper. In doing so, never close the cartridge cover. It may result in paper jams that are difficult to clear. Follow Step 7 to Step 9 to set the drum cartridge after removing the paper.

7 Take the drum cartridge out of the protective bag.

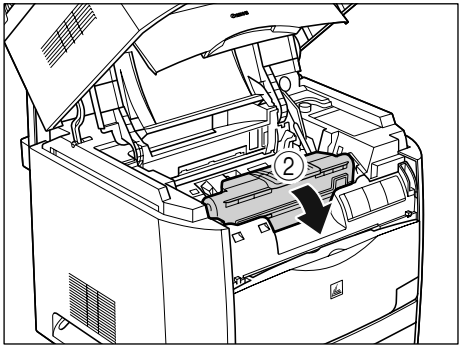


8 Hold the drum cartridge with both hands and install it in the machine.

Position the triangular mark on the drum cartridge with the triangular mark on the machine and install the drum cartridge ①.

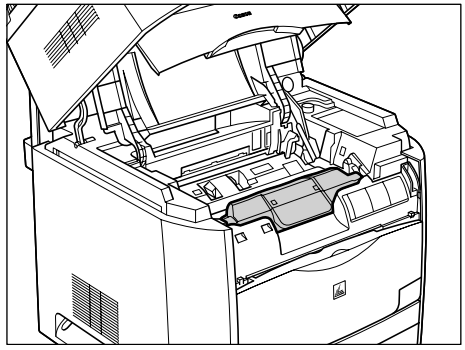


Lock the drum cartridge by pushing it down toward you ②.

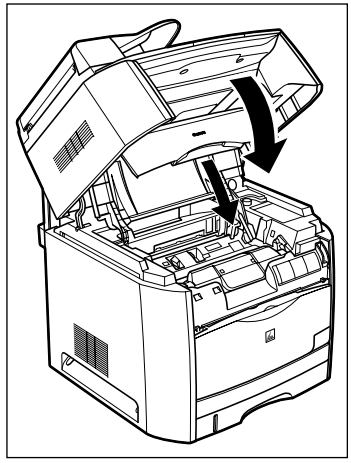


IMPORTANT

Lock the drum cartridge securely so that it may be in the state shown in the figure.

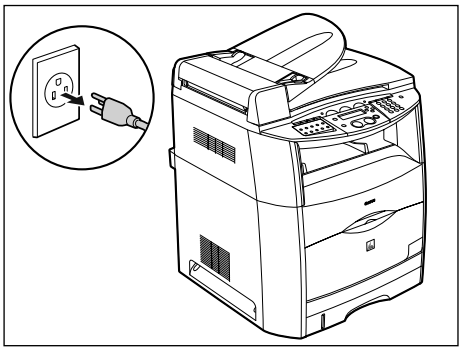


9 Close the cartridge cover and lower the scanning platform.



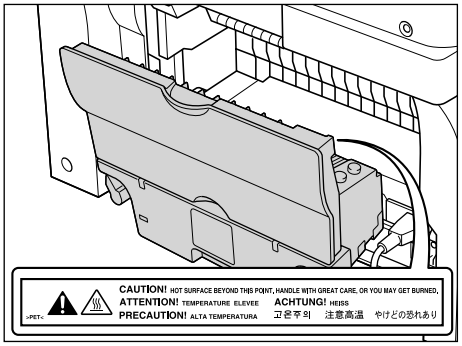
If the message is still displayed after closing the cartridge cover and lowering the scanning platform, proceed to the following procedure.

10 If the paper jam message is still displayed, unplug the power cord from the wall outlet.

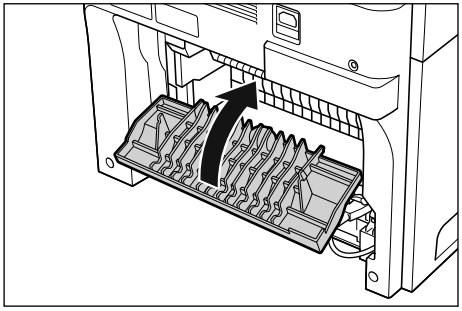


CAUTION

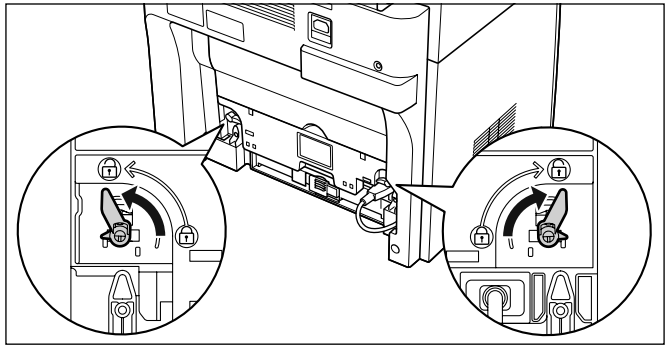
The fuser unit and the surrounding area can become extremely hot during operation. Perform the following procedure after the fuser unit has cooled down completely. Touching the fuser unit when it is still hot may result in burns.



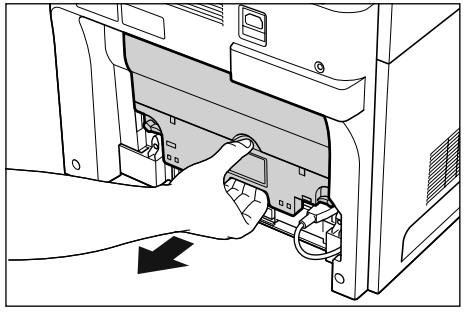
11 Close the face up cover.



12 **Turn the lock release levers located on the back of the machine in the direction of the arrow and release the lock.**

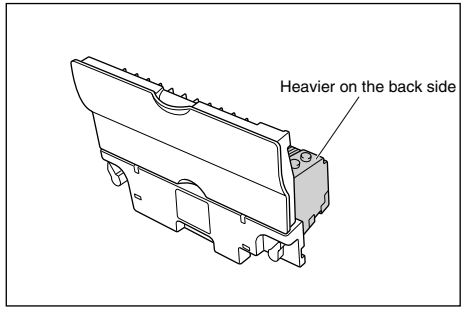


13 **Hold the grip on the fuser unit and remove it.**

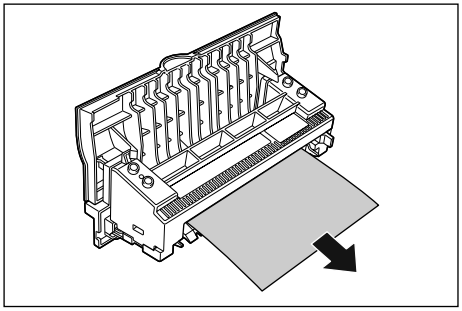


⚠ CAUTION

The fuser unit weighs approximately 3.3 lb (1.5 kg), and it is heavier on the back side. Be sure to hold the grip securely when carrying a fuser unit. Dropping the unit may result in personal injuries.



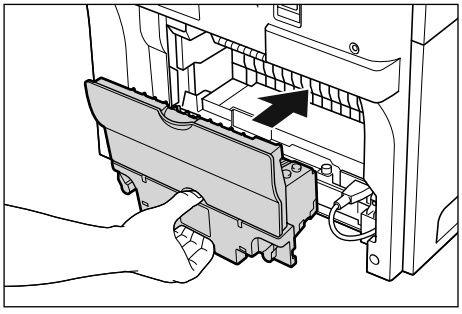
14 Remove the jammed paper.



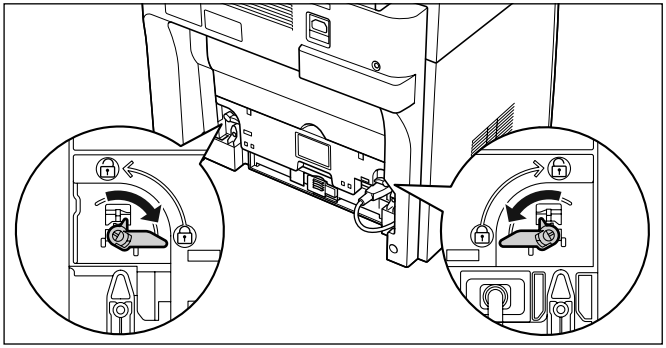
IMPORTANT

If the paper completely winds around the fusing roller and is impossible to be removed, contact your Canon dealer.

15 Hold the grip on the fuser unit and install it securely.



16 Lock the fuser unit by turning the two lock release levers in the direction of the arrow.



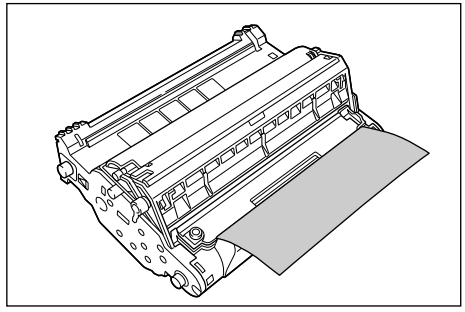
17 Connect the power cord and all interface cables.

18 Plug the power cord in the wall outlet to turn on the machine.

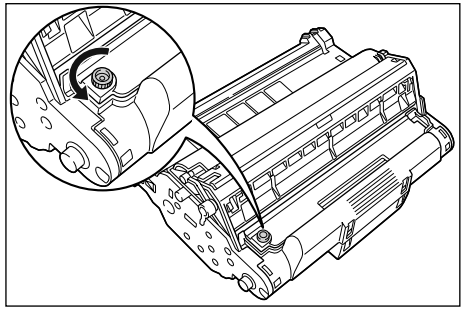
If the message is still displayed after turning on the machine, pieces of torn paper may still be remaining inside. Re-check the various sections of the machine and remove all pieces of the jammed paper from inside the machine.

Paper Jam in the Drum Cartridge

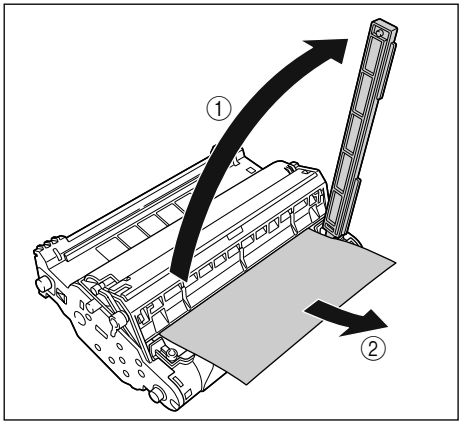
When the paper is jammed in the drum cartridge as shown in the figure, remove the jammed paper using the following procedure.



1 Turn the knob on the drum cartridge in the direction of the arrow.

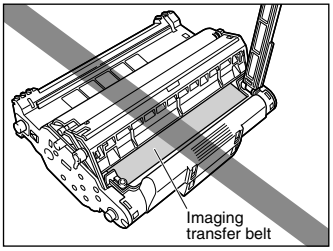


2 Lift the cover ① and remove the jammed paper ②.

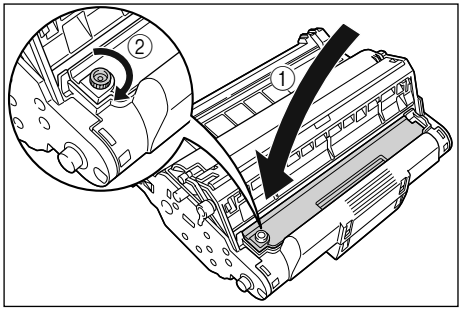


IMPORTANT

Do not touch the imaging transfer belt. The image quality may deteriorate.



3 Return the cover to its original position ① and turn the knob in the direction of the arrow ②.



Proceed to the next steps to remove the jammed paper.
When removing paper jammed inside the machine → (Step 8 → p. 9-6)
When removing paper jammed behind the machine → (Step 5 → p. 9-12)

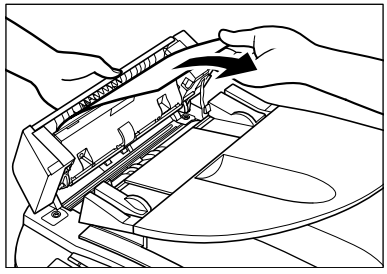
Removing Jammed Paper from the ADF

When the document jams in the ADF, the LCD displays <CHECK DOCUMENT>, or <DOCUMENT TOO LONG>.

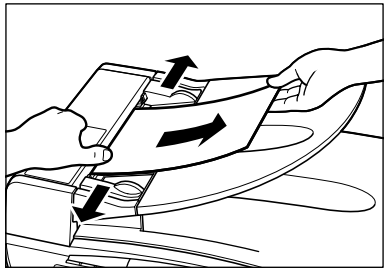
NOTE

Do not open the platen glass cover until the jammed paper is removed. Doing so will result in damaging the document and the paper.

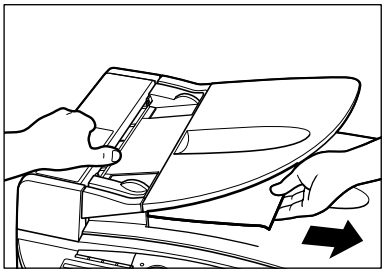
1 Open the ADF and gently remove the jammed paper from the ADF.



2 Widen the document guides until they stop, and remove the paper so as not to be caught by the guides. Open the ADF and gently remove the jammed paper from the ADF.



3 Open the ADF and gently remove the jammed paper from the document output tray.



NOTE

After removing jammed paper, even edges of the document before loading it in the ADF again.

LCD Messages

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error.

ADJUSTING
WAITING TO SCAN

Cause The machine is not ready for copying because you have just connected the power cord to the machine.

Remedy Wait for a while. The machine cannot scan documents for copying immediately after the power cord is connected.

CHECK* CARTRIDGE

Cause A problem has occurred with a toner cartridge.

Remedy Reset the machine by opening the cartridge cover and then closing it. If the message persists, unplug the machine from the power supply and contact Canon Authorized Service Facilities or the Canon Customer Care Center.
* Indicates either "C", "M", "Y", or "K".

CHECK DOCUMENT

Cause 1 There is a paper jam in the ADF.

Remedy Remove the document you are trying to copy in the ADF. (See "Removing Jammed Paper from the ADF," on p. 9-20.)
Make sure that the document is not too long or too short. (See "Document Requirements," on p.3-1.)
Then reset the machine by opening the front cover and then closing it.

Cause 2 The ADF roller rotates without feeding documents.

Remedy Fan the edge that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.

CHECK PAPER SIZE

Cause The size of the paper in the cassette or multi-purpose tray is different from that of the paper specified in <PAPER SETTINGS> of the Menu.

Remedy Load the correct paper size or change <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Loading Paper," on p. 2-4, or "Specifying the Paper Size," on p. 2-19.)
Then reset the machine by opening the cartridge cover and then closing it.

CHECK PRINTER

Cause 1 A problem has occurred in the machine.

Remedy Reset the machine by opening the cartridge cover and then closing it. If the message persists, unplug the machine from the power supply and contact Canon Authorized Service Facilities or the Canon Customer Care Center.

Cause 2 A cartridge is not installed correctly.

Remedy Install the cartridge correctly.

CHECK PRINTER COVER

Cause The cartridge cover is not closed completely.

Remedy Check the cartridge cover, and make sure that it is completely closed.

DOCUMENT TOO LONG

Cause The document is longer than 1 m, or is not feeding correctly.

Remedy Reduce the length of the document to within 1 m, and then copy it.

INSTALL CARTRIDGE

Cause A cartridge is not installed or not installed correctly.

Remedy Install the cartridge correctly. (See "Replacing the Cartridges," on p. 8-5.)

MEMORY FULL

Cause 1 The machine's memory is full because the collate copy or function was set when a large document is loaded.

Remedy Divide the document and copy each part separately.

Cause 2	You tried to reserve more than 10 copy jobs.
Remedy	The machine can store up to 10 copy jobs in memory. Wait until the current copy job completes, or use [Status Monitor] to delete the reserved copy jobs in memory.

PREPARE NEW* CART

Cause	A toner cartridge need to be replaced soon.
Remedy	Prepare a new toner cartridge to be replaced. * Indicates either "C", "M", "Y", or "K".

PREPARE NEW DRUM

Cause	The drum cartridge need to be replaced soon.
Remedy	Prepare a new drum cartridge to be replaced.

PRINTER DATA ERROR

Cause	When you canceled a job being processed, the next job on the spooled job list may have been also deleted.
Remedy	Check if the job that immediately follows the job being processed has been deleted on the spooled job list. Disconnect the USB cable and connect it again, or unplug the machine and plug it in again to clear the error message.

REC. PAPER JAM

Cause	There is a paper jam.
Remedy	Clear the paper jam (See "Clearing Jams," on p. 9-1) and reload paper in the cassette or multi-purpose tray. Then reset the machine by opening the cartridge cover and then closing it.

REPLACE* CARTRIDGE

Cause	A toner cartridge need to be replaced.
Remedy	Replace a toner cartridge with a new one. * Indicates either "C", "M", "Y", or "K".

REPLACE THE DRUM

Cause	The drum cartridge needs to be replaced.
Remedy	Replace the drum cartridge with a new one.

SUPPLY REC. PAPER

Cause	No paper is loaded in the cassette or multi-purpose tray.
Remedy	Load paper in the cassette or multi-purpose tray. (See "Loading Paper," on p. 2-4.) Make sure the paper stack in the cassette does not exceed the capacity of the cassette. If you load paper while making copies, do not load a different paper size. On the second line in the LCD the message <CASSETTE> or <TRAY> and the paper size may appear. In this case, load the corresponding paper in the cassette or multi-purpose tray.

SYSTEM ERROR
Exxx**

Cause	An error of some kind has occurred in the machine.
Remedy	Unplug the machine from the power supply and wait approximately 3 minutes to 5 minutes, then plug it in again. If this does not solve the problem, unplug the machine and contact your local authorized Canon dealer or the Canon help line. ** xxx stands for a number.

SYSTEM ERROR
E078

Cause	The drum cartridge is not installed correctly.
Remedy	Install the drum cartridge correctly, and then unplug and plug the power cord again.

SYSTEM ERROR
E197

Cause	The power cord in the lower part of the machine is unplugged.
Remedy	Plug the power cord in the lower part and then unplug and plug the power cord in the higher part to the wall outlet.

Paper Feeding Problems

Paper does not feed correctly.

Q Does the cassette or multi-purpose tray contain an appropriate quantity of sheets?

A Make sure the paper stack in the cassette or multi-purpose tray does not exceed the capacity of the cassette or multi-purpose tray. (See "Loading Paper," on p. 2-4.)

Q Is paper loaded correctly?

A Make sure the paper stack in the cassette or multi-purpose tray is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-4.)

Q Is the cassette inserted into the machine correctly?

A Push the cassette into the machine as far as it will go, and make sure the cassette is not tilted or inserted at an angle.

Paper feeds skewed. (Printing is skewed.)

Q Is paper loaded correctly?

A Make sure the paper stack in the cassette or multi-purpose tray is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-4.)

A Make sure the paper exit path is clear.

Multiple sheets feed into the machine at the same time.

Q Is paper loaded correctly?

A Make sure the paper stack in the cassette or multi-purpose tray is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-4.)

Q Have you fanned the paper stack before loading it in the cassette or multi-purpose tray?

A Be sure to fan the paper stack before loading it in the cassette or multi-purpose tray. This keeps the sheets of paper from sticking together.

Q Does the cassette or multi-purpose tray contain an appropriate quantity of sheets?

A Make sure the paper stack in the cassette or multi-purpose tray does not exceed the capacity of the cassette or multi-purpose tray. (See "Loading Paper," on p. 2-4.)

A Do not force the paper stack into the cassette or multi-purpose tray.

Q Is only one type of paper loaded in the cassette or multi-purpose tray?

A Load only one type of paper.

A Make sure you load paper that meets the paper requirements for the machine. (See Chapter 2, "Paper Handling.")

Transparencies do not feed correctly.

Q Are the transparencies loaded correctly?

A Make sure the transparencies in the multi-purpose tray is loaded properly, and that the paper guides are adjusted correctly. (See "Loading Paper," on p. 2-4.)

Q Is the proper transparency loaded in the multi-purpose tray?

A Do not use any transparencies designed for color copiers. They will cause a paper jam. Please use transparencies recommended by Canon.

Paper feeds curled.

Q Is the proper paper loaded?

A Check if the proper paper is loaded in the cassette or multi-purpose tray. (See Chapter 2, "Paper Handling.")

Paper stacked roughly.

Q Is the proper paper loaded?

A Check if the proper paper is loaded in the cassette or multi-purpose tray. (See Chapter 2, "Paper Handling.")

A Check if the appropriate paper type is selected in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-20.)

Repeated paper jams occur.

Q Is the proper paper loaded?

A Check that the size, thickness and type of the paper you are using. (See "Print Media Requirements," on p. 2-1.)

Q Is the proper paper loaded correctly?

A Be sure to fan the paper stack before loading it in the cassette. This keeps the sheets of paper from sticking together.

Q Is the output tray free of obstructions?

A Do not place the delivered paper back on the output tray. (See "Face Down Paper Output Area," on p. 2-23.)

A Do not place objects other than paper on the output tray. (See "Face Down Paper Output Area," on p. 2-23.)

Q Is the machine installed in a proper location?

A Check that the machine is installed in the proper location. (For information about specifications of the machine, see "Specifications," on p. 11-1. For safety warnings and cautions, see "Installation," on p. xiv.)

Envelopes do not feed correctly.

Q Are the envelopes loaded correctly?

A Make sure the envelopes are loaded correctly. (See "Loading Envelopes in the Multi-Purpose Tray," on p. 2-14.)

Q Is the proper envelope loaded?

A Load the recommended envelopes (COM10, MONARCH, DL, or ISO-C5) in the multi-purpose tray. (See "Loading Envelopes in the Multi-Purpose Tray," on p. 2-14.)

Copying Problems

The machine will not make a copy.

Q	Is the cartridge installed correctly?
A	Make sure the cartridge is installed correctly. (See the *Set-Up Instructions for the Machine*.)
Q	Is the sealing tape removed from the cartridge?
A	Remove the sealing tape from the cartridge. (See the *Set-Up Instructions for the Machine*.)
Q	Is the cassette inserted completely into the machine?
A	Insert the cassette as far as it will go. (See the *Set-Up Instructions for the Machine*.)
Q	Did you connect the power cord to the machine just now?
A	Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.
Q	Is the energy saver mode off?
A	The machine does not scan documents, if it is in the energy saver mode. To restore the machine from the energy saver mode, press [Energy Saver].

Print Quality Problems

The print quality is not what you expect; print is not clear, has missing dots or white streaks.

Q	Are the size, thickness and type of the paper you are using within the specifications of the machine?
A	Check that the paper you are using is supported by the specifications of the machine. (See "Print Media Requirements," on p. 2-1.)
Q	Are the cartridges installed correctly?
A	Make sure the cartridges are is installed correctly. (See the *Set-Up Instructions for the Machine*.)
Q	Is any toner left in a cartridge?
A	See "Replacing the Cartridges," on p. 8-5, and replace the toner cartridges if necessary.
Q	Is the exposure adjusted correctly?
A	Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 5-6.)

Copies are dirty.

Q	Is the platen glass or the platen glass cover clean?
A	Clean the platen glass or the platen glass cover. (See "Cleaning the Scanning Area," on p. 8-2.)
Q	Is the cartridge free of damage?
A	If there is a scratch on the cartridge, replace with a new one. (See "Replacing the Cartridges," on p. 8-5.)
Q	Is the machine adjusted to room temperature? If not, condensation might build up inside the machine.
A	Allow at least 2 hours for the machine to adjust to room temperature before attempting to use it.

Q Is the machine installed in a stable location?

A Install the machine in a proper location. (See "Installation," on p. xiv.)

Copies are too dark or too light.

Q Is the exposure adjusted correctly?

A Adjust the exposure correctly using [Exposure]. (See "Adjusting the Exposure (Density)," on p. 5-6.)

Q Is the machine in the toner saver mode?

A Set <B & W TONER SAVER> to <OFF> in <COMMON SETTINGS> of the Menu. (See <3. B & W TONER SAVER> of "Menu Descriptions," on p. 10-3.)

The printouts are partly missing or shaded when you make copies on heavy paper.

Q Is the paper type set correctly?

A Select <HEAVY PAPER> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-20.)

The printouts are missing when you make copies on rough paper.

Q Is the paper type set correctly?

A Select <TRANSPARENCY> in <PAPER TYPE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Type," on p. 2-20.)

The edges of copies are dirty when you make copies.

Q Is the paper size set correctly?

A Specify the appropriate paper size in <PAPER SIZE> in <PAPER SETTINGS> of the Menu. (See "Specifying the Paper Size," on p. 2-19.)

Images in which two or more colors are overlaid come out faint.

Q Is proper paper being used?

A Replace the paper to a type that can be used with this machine. (See "Print Media Requirements," on p. 2-1.)

Data is not printed in accurate color (specified color), or colored text appears blurred due to color deviation.

Q	Has one of the four color-cartridges reached its lifetime, or has deteriorated?
A	Replace the toner cartridge that is almost reached with a new cartridge. (See "Replacing the Toner Cartridge," on p. 8-5.)
Q	Is proper paper is not being used?
A	Replace the paper to a type that can be used with this machine. (See "Print Media Requirements," on p. 2-1.)
Q	Was data sent before completing calibration, such as before turning the power ON?
A	Make sure that the Ready lamp is ON, then send the data.

Colored lines and text come out faint.

Q	Are thin lines or text being used?
A	Check [Prioritize Printing of Colored Lines and Text] in the printer driver. Specify [Prioritize Printing of Colored Lines and Text] in the [Details Settings] dialog box by clicking [Details] in the [Quality] sheet.

Colored text appears to be blurred.

Q	Is a bold font being used for the colored text?
A	Specify [Matching Method] in the printer driver to [Perceptual [Photographic]]. Specify [Matching Method] in the [Matching] sheet by checking [Manual Color Settings] in the [Quality] sheet and clicking [Color Settings].

The colors of thin lines or filled-in patterns are different from those specified, or do not appear.

Q	Are colors reproduced due to the combination of colors or patterns?
A	Adjust the colors with the application and print again.
A	Change the patterns with the application and print again.
Q	Does the color appear different depending on the fill-pattern?
A	Readjust to a darker color and print again.

Fill-patterns are not printed in accurate color (specified color).

Q Are the fill-pattern of the print data and the dither pattern of the printer interfering with one another?

A Do not specify a fill-pattern in the application and print again.

A Change the [Color Halftones] setting in the printer driver to [Gradation] or [Color Tone].
Specify [Color Halftones] in the [Details Settings] dialog box by clicking [Details] in the [Quality] sheet.

The displayed color and printed color differ when printing photos, etc.

Q Is the method for adjusting color on the screen (RGB) or is in the printer (YMCK) different? Therefore, there may be cases when the color on the screen cannot be printed out exactly as it appears.

A Specify [Matching Method] in the printer driver to [Perceptual [Photographic]].
Specify [Matching Method] in the [Matching] sheet by checking [Manual Color Settings] in the [Quality] sheet and clicking [Color Settings].

A Adjust [Gamma] in the printer driver.
Specify [Gamma] in the [Matching] sheet by checking [Manual Color Settings] in the [Quality] sheet and clicking [Color Settings].

Printing Problems

The Alarm indicator comes on.

Q Does the machine feed paper correctly, or is there paper in the cassette or multi-purpose tray?

A Clear the paper jam, or load paper in the cassette or multi-purpose tray. (For instructions on clearing paper jam, see "Clearing Jams," on p. 9-1. For instructions on loading paper, see "Loading Paper," on p. 2-4.)

A If the machine has no paper jam, or paper is loaded in the cassette or multi-purpose tray, unplug the machine and wait approximately 3 minutes to 5 minutes, then plug it in again. If the problem is fixed, the Alarm indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flash, unplug the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center.

Printout does not match paper size.

Q Is the paper stack loaded and aligned correctly in the cassette, or is paper loaded in the multi-purpose tray correctly?

A Make sure the paper is loaded and aligned correctly in the cassette or the paper is loaded correctly in the multi-purpose tray. (See "Loading Paper," on p. 2-4.)

Scanning Problems

The machine will not scan a document.

Q Did you connect the power cord to the machine just now?

A Wait for a while. After connecting the power cord, the machine cannot scan documents immediately.

Q Is the USB cable connected securely?

A Check that the USB cable is connected securely to the machine and your computer. Disconnect the USB cable, and reconnect it correctly after a while.

Scanned images are dirty.

Q Is the platen glass or the platen glass cover clean?

A Clean the platen glass or the platen glass cover. (See "Cleaning the Scanning Area," on p. 8-2.)

White streaks appear on the left side of the image.

Q Is the document placed on the platen glass correctly?

A Place the document approximately $^{1}/_{8}$" (3 mm) from the edge of the platen glass.

General Problems

The machine has no power.

Q Is the power cord plugged in securely?

A Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power socket on the back of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (See the *Set-Up Instructions for the Machine*.)

Nothing appears in the LCD.

Q Is the power cord plugged in securely?

A Check that the power cord is plugged securely into the machine and into the wall outlet. Insert the power cord straight into the power socket on the back of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power source and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. (See the *Set-Up Instructions for the Machine*.) If the LCD remains blank, unplug the machine and wait approximately 3 minutes to 5 minutes until the temperature inside the machine lowers, then plug it in again. If the LCD remains blank, unplug the machine, and contact Canon Authorized Service Facilities or the Canon Customer Care Center.

Q Does the Energy Saver key go off?

A When the Energy Saver key lights up, the energy saver mode activates. To restore the machine from the energy saver mode, press [Energy Saver].

If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter, contact Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

CAUTION

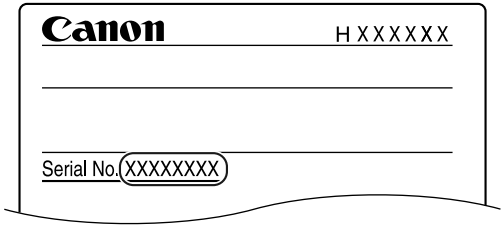
If the machine makes strange noises, emits smoke or strange smells, unplug the power cord immediately, and then contact Canon Authorized Service Facilities or the Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

IMPORTANT

Attempting to repair the machine yourself may void the limited warranty.

If you need to contact Canon Authorized Service Facilities or the Canon Customer Care Center, make sure you have the following information:

- **Product name**
  Canon Color imageCLASS MF8170c
- **Serial number**
  The serial number is on the label located at the back of the machine.



- **Software version number**
- **Place of purchase**
- **Nature of problem**
- **Steps you have taken to solve the problem and the results**

Machine Settings

10
CHAPTER

This chapter explains how to adjust machine settings. The list of all the settings is also provided for your reference.

Accessing the Machine Settings

1 Press [Menu].

2 Press [◀(-)] or[▶(+)] to select the menu you want to change → press [Set].

You have now accessed the settings in the list.

3 Press [◀(-)] or [▶(+)] to select the sub menu you want to change → press [Set].

NOTE

- For details on sub menus, see "Menu Descriptions," on p. 10-2.
- If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.
- Press [Stop/Reset] to exit from the Menu.
- If you press [Menu], the display returns to the previous screen.
- The settings changed in the Menu do not return automatically to the settings you set previously. Change to the previous settings again if necessary.

Menu Descriptions

PAPER SETTINGS

Name	Descriptions
1. PAPER SETTINGS	Sets the paper size and paper type.
1. CASSETTE	
1. PAPER SIZE	Selects the paper size for the paper cassette. **LTR**, LGL, A4, B5, A5, EXECUTIV
2. PAPER TYPE	Selects the paper type to be used in the paper cassette. **PLAIN PAPER**, HEAVY PAPER
2. MP TRAY	
1. PAPER SIZE	Selects the paper size for the MP tray. **LTR**, LGL, A4, B5, A5, EXECUTIV, COM10, MONARCH, DL, ISO-C5
2. PAPER TYPE	Selects the paper type to be used in the MP tray. **PLAIN PAPER**, HEAVY PAPER, TRANSPARENCY

(The factory default setting is in **bold** face.)

COMMON SETTINGS

Name	Descriptions
1. DEFAULT SETTINGS	Selects the Copy, or Scan mode for the machine's default mode. When the power cord is plugged in, or after the auto clear function activates, the standby display of the selected mode appears.
COPY	The Copy mode is selected as default.
SCAN	The Scan mode is selected as default.
FAX	The Fax mode is selected as default.
2. VOLUME CONTROL	Adjusts the beep or alarm volume of the machine.
1. KEYPAD VOLUME	Adjusts the volume of keypad tones. 0 to 3 (**1**)

Name	Descriptions
2. ALARM VOLUME	Adjusts the alarm volume. 0 to 3 (**1**)
3. TX DONE TONE	Sets the transmission end tone settings.
ERROR ONLY	The transmission end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The transmission end tone does not sound.
ON	The transmission end tone sounds. 1 to 3 (**1**)
4. RX DONE TONE	Sets the reception end tone settings.
ERROR ONLY	The reception end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The reception end tone does not sound.
ON	The reception end tone sounds. 1 to 3 (**1**)
5. PRINT DONE TONE	Sets the printing end tone settings.
ERROR ONLY	The printing end tone sounds only when any error occurs while printing. 1 to 3 (**1**)
OFF	The printing end tone does not sound.
ON	The printing end tone sounds. 1 to 3 (**1**)
6. SCAN DONE TONE	Sets the scanning end tone settings.
ERROR ONLY	A scanning end tone sounds only when any error occurs while scanning. 1 to 3 (**1**)
OFF	The scanning end tone does not sound.
ON	A scanning end tone sounds. 1 to 3 (**1**)
7. CALLING VOLUME	Adjusts the line monitor volume. 1 to 3 (**1**)
8. LINE MONITOR VOL.	Adjusts the line monitor volume. 0 to 3 (**1**)
3. B & W TONER SAVER	Sets the toner saver mode for B&W printing. Not available for color printing.
OFF	The toner saver mode is turned off.

Name	Descriptions
ON	The toner saver mode is turned on.
4. DISPLAY LANGUAGE	Shows the language displayed in the LCD. **ENGLISH**, FRENCH, SPANISH, PORTUGUESE
5. SPECIAL PRT. MODE	<SPECIAL PRT. MODE> provides the settings that avoid or correct problems of printing quality. Read the each description carefully before specifying this option. Note After correcting problems, reset to the default setting: <OFF>.
OFF	The special print mode function is turned off.
SPECIAL SETTINGS 1	It is not recommended to print on the reverse of paper that has been printed once. However, if you have to print on both sides of the paper, select <SPECIAL SETTINGS 1> when printing on the reverse.
SPECIAL SETTINGS 2	Depending on the operating environment (especially the dry environment) or the type of paper, some smudged marks of spattering toner may appear on print pages. In this case, select <SPECIAL SETTINGS 2> to improve the result. Note Do not select <SPECIAL SETTINGS 2> when using paper that has been stored at high temperature or high humidity. Otherwise the print quality may deteriorate.
SPECIAL SETTINGS 3	When an image of high color density is printed, sometimes the image partially appears on the next page. In this case, select <SPECIAL SETTINGS 3> to improve the result.
SPECIAL SETTINGS 4	Depending on the operating environment (especially the humid environment) some images may look spotty or striped when printing black. In this case, select <SPECIAL SETTINGS 4> to improve the result.

Name	Descriptions
SPECIAL SETTINGS 5	When heavy paper of rough surface is used, some images may look patchy due to toner failing to fuse to the paper. In this case, select <SPECIAL SETTINGS 5> to improve the result. Note Do not select <SPECIAL SETTINGS 5> when using thin paper. It may cause a problem such as winding around the fuser unit. Before selecting <SPECIAL SETTINGS 5>, try printing when <HEAVY PAPER> is selected for <PAPER TYPE>. If the print result is not satisfactory yet, select <SPECIAL SETTINGS 5>.
SPECIAL SETTINGS 6	When thin paper is used, it may be output curled or black letters on some page may partially appear on the other pages. In this case, select <SPECIAL SETTINGS 6> to improve the result. Note Do not select <SPECIAL SETTINGS 6> when using heavy paper. Some pages may look patchy due to toner failing to fuse to the paper. Before selecting <SPECIAL SETTINGS 6>, try printing when <PLAIN PAPER> is selected for <PAPER TYPE>. If the paper is still output curled or some images partially appear on other pages, select <SPECIAL SETTINGS 6>.
SPECIAL SETTINGS 7	When label sheets are used, some images may look patchy due to toner failing to fuse to the paper. In this case, select <SPECIAL SETTINGS 7> to improve the result.
SPECIAL SETTINGS 8	Depending on the operating environment (especially the humid environment) some colors especially red, blue, and green that are made by more than two colors may look patchy. In this case, select <SPECIAL SETTINGS 8> to improve the result.

(The factory default setting is in **bold** face.)

COPY SETTINGS

Name	Descriptions
1. STD. IMAGEQUALITY	Selects the document type.
TEXT/PHOTO	Text/photo mode Selects the PRIORITY LEVEL. **STANDARD**, PHOTO PRIORITY, TEXT PRIORITY
TEXT	Character mode
PHOTO	Photo mode
2. STANDARD EXPOSURE	Sets how the exposure is adjusted.
MANUAL	Adjusts the exposure manually. The exposure can be adjusted in 9 increments. (**center**)
AUTO	The exposure is adjusted automatically.
3. STD ZOOM RATIO	Selects the copy ratio.
MANUAL	Selects the copy ratio. 50% to 200% (**100%**)
PRESET RATIO	Selects the preset copy ratio. The preset copy ratios will change when the paper size group is changed.
4. STANDARD COPY QTY	Selects the copy quantity. 1 to 99 (**1**)
5. AUTO SORT	Sets the auto sort function.
OFF	The auto sort function is turned off.
ON	The auto sort function is turned on.
6. PAPER SIZE GROUP	The paper size group can be selected. If the paper size group is changed, the preset copy ratios will also change.
INCH	Preset copy ratios: 50%, 64%, 78%, 100%, 129%, 200%
A	Preset copy ratios: 50%, 70%, 100%, 141%, 200%
AB	Preset copy ratios: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

Name	Descriptions
7. COLOR BALANCE	Specify the toner density for the following each color when using color mode. 1. BLACK 2. CYAN 3. MAGENTA 4. YELLOW 1 to 7 (**5**)
8. SHARPNESS	The sharpness setting of an image can be adjusted. When you want to make characters and lines clear, select a larger value. When you make copies of photographs, select a smaller value. 1 to 9 (**5**)
9. SATURATION	Selects the saturation type when using color mode. **STANDARD**, VIVID, TRANQUIL
10. REMOVE BACKGROUND	Selects the level of removing the background of documents when using color mode. 1 to 5 (**4**)

(The factory default setting is in **bold** face.)

PRINTER SETTINGS

Name	Descriptions
1. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	The error time out is on. Sets the time out period. 5SEC to 300SEC (**15SEC**)
OFF	The error time out is off.

(The factory default setting is in **bold** face.)

TIMER SETTINGS

Name	Descriptions
1. DATE/TIME SETTING	Sets the current date and time. year, month, day, hour, minute
2. DATE SETUP	Selects the format of the date displayed in the LCD. **MM/DD/YYYY**, DD/MM YYYY, YYYY MM/DD
3. AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a set amount of time, the display returns to the standby mode.
ON	Sets the time until the machine returns to the standby mode. 1MIN. to 9MIN. (**1MIN.**)
OFF	The auto clear function is turned off.
4. ENERGY SAVER	Sets the energy saver mode.
ON	Sets the time until the machine enters the energy saver mode. 3MIN. to 30MIN. (**5MIN.**)
OFF	The auto energy saver function is turned off.
5. DAYLGHT SAV TIME	Sets the daylight save time.
ON	The daylight save time setting is enabled.
1. START DATE/TIME	Sets the MONTH, WEEK, and DAY when the daylight save time starts.
2. END DATE/TIME	Sets the MONTH, WEEK, and DAY when the daylight save time ends.
OFF	The daylight save time setting is disabled.

(The factory default setting is in **bold** face.)

Name	Descriptions
1. CHANGE CARTRIDGE	Selects the toner cartridge to be removed.
SELECT CARTRIDGE	Selects the color to be removed. 1. BLACK 2. CYAN 3. MAGENTA 4. YELLOW 5. ALL COLORS
2. AUTO GRAD ADJUST	Sets automatic gradation adjustment.
3. ROLLER CLEANING	Cleans the fusing roller.
1. STARTS CLEANING	Starts cleaning of the fusing roller.
2. CLEAN PAPER PRINT	Prints a cleaning page.

(The factory default setting is in **bold** face.)

Appendix

11
CHAPTER

This chapter lists the specifications of the machine and the index.

Specifications

Type	Personal Desktop
Platen	Stationary
Photoconductive Material	Organic Photosensitive Conductor
Copying System	Indirect Electrostatic Transfer System
Developing System	Toner Projection System
Fixing System	Canon's RAPID Fusing System™
Resolution	Approx. 600 dpi x 600 dpi
Number of Tones	256
Acceptable Documents	Up to LTR size Sheets, books, and three-dimensional objects (up to 4.4 lb (2 kg))
Acceptable Copy Stock	Cassette Feeding: 17 lb to 34 lb (64 g/m^2 to 128 g/m^2) Multi-Purpose Tray: 17 lb to 34 lb (64 g/m^2 to 128 g/m^2) Plain paper, recycled paper, transparencies, labels, bond paper, envelopes, and heavy paper (up to 34 lb (128 g/m^2))
Copy Sizes	LTR (8 $^1/_2$" × 11" (216 mm × 279 mm)) Automatic Document Feeder: 8 $^1/_2$" × 14" (216 mm × 356 mm)
Non-image Area	Paper: Max. $^{13}/_{64}$" (5 mm) at each edge Envelope: Max. $^{13}/_{32}$" (10 mm) at each edge

Warm-up Time	Approx. 230 sec. * (temperature: 68°F (20°C), humidity: 65%; from when the machine is plugged in until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
First Copy Time	Approx. 13 sec. A4 or LTR size, direct, Manual Exposure Control, Cassette Feeding (except just after being restored from energy saver mode)
Copy Speed	B & W: 16 cpm Color: 4 cpm
Magnification	1:1±1.0%, 1:2.000, 1:1.294, 1:0.786, 1:0.647, 1:0.500 Zoom: 0.500 - 2.000 in 1% increments
Paper Feeding System	Cassette Feeding: 250 sheets of 17 lb (64 g/m^2) Multi-Purpose Tray: 125 sheets of 17 lb (64 g/m^2)
Multiple Copies	1-99
Power Requirements	120 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	Approx. 0.98 kw (max.)
Dimensions (W x D x H)	$20\frac{5}{64}" \times 20\frac{5}{32}" \times 25\frac{15}{64}"$ (510 mm x 512 mm x 641 mm) (including tray)
Installation Space (W x D)	$17\ \frac{3}{4}" \times 18\ \frac{1}{4}"$ (449 mm x 462 mm)
Weight	Approx. 79.5 lb (36 kg)(excluding cartridge)

Features are subject to change without notice due to product improvements.
For high-quality copies, we recommended using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for this machine. If you have any questions about paper and transparencies, consult Canon Authorized Service Facilities or the Canon Customer Care Center.

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